

PERSONNEL COMMISSION - REGULAR MEETING MINUTES

VIRTUAL MEETING – WEDNESDAY, DECEMBER 16, 2020 at 12:00 P.M

Hardcopy Distribution only at 2714 Pico: Exterior Display Box

DEPARTMENTS:	ADMINISTRATORS & MANAGERS	PRESIDENT/SUPERINTENDENT & SENIOR STAFF
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PUBLIC PARTICIPATION FOR VIRTUAL MEETINGS ADDRESSING THE PERSONNEL COMMISSION

During the COVID-19 (Coronavirus) Global Pandemic, the Personnel Commission will be conducting virtual public meetings using Zoom. Virtual meetings have been authorized by Executive Order N-25-20 issued by Governor Gavin Newsom and dated March 12, 2020, to reduce and minimize the risk of infection by “limiting attendance at public assemblies, conferences, or other mass events.” Zoom meetings will ensure public participation while at the same time complying with the Governor’s Stay at Home executive order and Los Angeles County’s Safer at Home order.

Members of the public may address the Personnel Commission **concerning any subject that lies within the jurisdiction of the Personnel Commission**. Public participation can occur in one of two ways. Members of the public can submit written comments to be read during the public meeting or they may speak during the Zoom meeting.

Individuals wishing to speak or submit written comments to be read at the Personnel Commission meeting shall send an email to personnel_commission@smc.edu, by no later than 10 AM, Wednesday, December 16, 2020. The email should include the following information:

- Name
- Department (optional)
- Topic or Agenda Item # to be addressed
- Comments to be read (if submitting written comments)

Instructions for Speaking to the Commission through Zoom

Speakers may address any specific agenda item, or may provide general comments during the “Public Comments” period. When it is time for the speakers to address the Commission, their name will be called and the microphone on their Zoom account will be activated. A speaker’s Zoom Profile should match their real name to expedite this process. After the comment has been given, the microphone for the speaker’s Zoom profile will be muted.

All public comments will be subject to the general rules set forth below.

1. Five minutes is allotted to each speaker per topic. If there are more than four speakers on any topic or item, the Commission reserves the option of limiting the time for each speaker. A speaker’s time may not be transferred to another speaker.
2. Each speaker is limited to one presentation per specific agenda item before the Commission, and to one presentation per Commission meeting on non-agenda items.
3. Five minutes is allotted to each speaker per topic for general public comments. The speaker must adhere to the topic. Individuals wishing to speak during the Public Comments will be called upon during Public Comments.

Any person who disrupts, disturbs, or otherwise impedes the orderly conduct of any meeting of the Personnel Commission by uttering loud, threatening, or abusive language or engaging in disorderly conduct, shall, at the discretion of the presiding officer or majority of the Personnel Commission, be requested to be orderly and silent and/or removed from the meeting.

No action may be taken on items of business not appearing on the agenda.

Reference: Merit Rule 2.2.8

Government Code sections 54954.2, 54954.3, 54957.9

For information regarding Personnel Commission Agenda/Minutes distribution, please contact Personnel Commission at (310) 434-4410.

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Any public records, which can be disclosed, related to an open session item on the agenda and distributed to the Personnel Commissioners less than 72 hours prior to the meeting, are available for public inspection in the Personnel Commission Office, 2714 Pico Blvd, Santa Monica, during normal business hours.

Any individual or group may address the Personnel Commission during the Comments/Group Chat segment of the meeting regarding any item that is within the Commission's subject matter jurisdiction. However, the Commission will not take action on any item that is not on this agenda.

PUBLIC SESSION: 12:00 p.m.

I.ORGANIZATIONAL FUNCTIONS

- A. Call to Order 12:02 p.m.
- B. Roll Call

Commissioner	Present	Absent
Commissioner Metoyer, Chair		X
Commissioner Abbott, Vice-Chair	X	
Commissioner Greenstein	X	
Commissioner Jansen	X	
Commissioner Leone	X	

II.REPORT – DIRECTOR OF CLASSIFIED PERSONNEL

Director of Classified Personnel Carol Long, provided a report on the following:

1. Four classification revisions brought forward for Commission approval; Personnel Analyst, Research Assistant, Research and Planning Analyst, and Senior Research Analyst
2. Director Long reported that staff is in the process of reviewing requests for two new classifications and six studies for position reclassification or working out of class.
3. Staff conducting three interviews for Community College Police Dispatcher, Accounts Payable Supervisor, and Associate Director of the SMC Foundation
4. The Merit Rules Advisory Committee presented Merit Rule 9.5.4 through Merit Rule 9.5.7 for a first reading
5. Director Long reported on two requests made by Commissioners during the November 18, 2020 Regular Personnel Commission Meeting. (1) Staff is in the process of collecting a broader set of data as a part of our salary surveys, including Student FTE, Classified Staff FTE, and General Fund revenue. (2) A second revised version of class descriptions (with track changes being ACCEPTED) in class revision reports have been added.

III.COMMENTS AND INFORMATIONAL REPORTS

Recognition of Employee Longevity: December 2020

5 YEARS

- Traci Dickenson, Community College Police Officer, Campus Police
- Dagmar Gorman, Administrative Assistant III,
Government Relations/Institutional Communications

Dagmar was offered congratulations and appreciation for her work by Don Girard, Cindy Ordaz, Chris Bonvenuto, Kevin Gorman and Sherri Lee-Lewis.

- Raymond Valdiviezo, Administrative Assistant I, Cosmetology
- Jose Velazquez, Media Resources Assistant, LRC

15 YEARS

- Tyrone Taylor, Custodian, Operations

Tyrone was congratulated for 15 years of service by Cindy Ordaz, Chris Bonvenuto and Sherri Lee-Lewis.

20 YEARS

- Felicia Hudson, Custodial Operations Supervisor, Operations

Felicia was congratulated for 20 years of service by Cindy Ordaz, Chris Bonvenuto, *Chair Abbott and Sherri Lee-Lewis.

25 YEARS

- Alvin Ponce, Payroll Specialist, Fiscal Services

Alvin was congratulated for 25 years of service by Cindy Ordaz, Chris Bonvenuto and Sherri Lee-Lewis.

**Acting*

A. Comments from Vice President of Human Resources

Vice President Sherri Lee Lewis expressed condolences for Dr. Metoyer and the passing of his wife Beverley Metoyer. VP Lewis made acknowledgments of the Longevity recipients and congratulated them on their years of service with the College.

A brief update was given on the surge in cases of Covid – 19 and how the College’s Emergency Response team is managing the situation. Some steps listed include:

1. An update to employee guidelines – which highlights the necessity to wear face coverings at all times.
2. Further reduction in number of staff on campus.
3. Discussion and strategy for possible staff vaccinations.

B. Comments from CSEA Chapter 36 Representative

Martha Romano of CSEA congratulated all Longevity awardees and reported that Director Carol Long has continued regular ongoing meetings with CSEA. Ms. Romano also congratulated Commissioner Greenstein on her re-appointment.

C. Comments from Management Association President–None

D. Comments from Personnel Commission Staff-None

E. Public Comments (non-actionable comments from those in attendance)-

None

F. Comments by Personnel Commissioners-None

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IV: AGENDA REPORTS – MAJOR ITEMS OF BUSINESS

#	ITEM	PAGE
1	AMENDMENT TO RULES AND REGULATIONS OF THE CLASSIFIED SERVICE CHAPTER 9: EMPLOYMENT STATUS – FIRST READING <ul style="list-style-type: none"> • MERIT RULE 9.5.4: TRANSFER IN LIEU OF LAYOFF • MERIT RULE 9.5.5: ADMINISTRATIVE TRANSFER • MERIT RULE 9.5.6: TRANSFER PROCEDURE • MERIT RULE 9.5.7: APPLICATION OF TRANSFER PROCEDURE FOR UNIT MEMBERS 	7
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IV. CONSENT AGENDA

(All items will be considered and approved in one motion unless removed by a Personnel Commissioner for discussion.)

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11	RATIFICATION OF SENIORITY LISTS: <ul style="list-style-type: none"> • DIRECTOR OF FINANCIAL AID AND SCHOLARSHIPS • STUDENT JUDICIAL AFFAIRS SPECIALIST 	67
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V. PUBLIC COMMENTS TO CLOSED SESSION ITEMS

VI. MOVE TO CLOSED SESSION

**Public Employee Performance Evaluation, pursuant to GC 54957
Director of Classified Personnel**

VII. ADJOURN MEETING at 1:13 PM.

AGENDA REPORT NO. 1

SUBJECT: **AMENDMENT TO RULES AND REGULATIONS OF THE CLASSIFIED SERVICE - CHAPTER 9: EMPLOYMENT STATUS – FIRST READING**
 MERIT RULE 9.5.4: TRANSFER IN LIEU OF LAYOFF
 MERIT RULE 9.5.5: ADMINISTRATIVE TRANSFER
 MERIT RULE 9.5.6: TRANSFER PROCEDURE
 MERIT RULE 9.5.7:
 APPLICATION OF TRANSFER PROCEDURE FOR UNIT MEMBERS
 (Note: No formal action will be taken at this meeting.)

DATE: December 16, 2020

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

Proposed changes to Chapter 9: Merit Rule 9.5.4 through 9.5.7, are attached for a first reading. Recommendations were developed with input from the Merit Rules Advisory Committee. Goals of these changes include updating and clarifying processes, and ensuring language is in compliance with the Education Code and applicable bargaining agreements.

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9.5.4

Transfer in Lieu of Layoff

A. Authorization

1. Transfer in lieu of layoff may be considered by the District upon passage by the Board of Trustees of a Resolution for Layoff of positions in the classified service due to lack of work or lack of funds.
2. Transfer in lieu of layoff shall only occur for employees who do not have displacement (bumping) rights and will be separated from the classified service as the result of a layoff.
3. Transfer in lieu of layoff may only occur to positions at the same salary range or lower.

B. Eligibility

1. Employees who have gained permanent status are eligible to be considered for transfer in lieu of layoff.
2. Employees with fewer than six months of service in their position are not eligible to be considered for transfer in lieu of layoff.

C. Minimum Qualifications

An employee considered for transfer in lieu of layoff must meet the minimum qualifications of the classification of the position for which ~~he or she~~they are ~~is~~ being considered.

D. Subsequent Probation (Education Code Section 88124)

1. shall ~~shall~~ Shall serve a new probationary period in the position into which they transferred before attaining permanency in the classification. In those instances where an employee has already attained permanency in the classification into which he or she is proposing to transfer in lieu of layoff, ~~he or she~~they will not serve another probationary period.
2. Failure to pass the probationary period shall result in dismissal from the position. The employee's name will remain on the reemployment list of the

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position from which ~~he or she~~they ~~was~~were initially laid off.

3. Successful completion of the probationary period shall mean that the employee is deemed to be in the permanent classified service and will enjoy all the rights, benefits and burdens associated therewith.

E. Salary

Salary placement of an employee who accepts a lateral transfer in lieu of layoff shall be at the same step as the employee's current salary of the lower or equal salary range of the position into which ~~he or she~~they will be transferring. When an employee accepts a voluntary demotion in lieu of layoff, the salary range and step shall be frozen, or Y-Rated, as described in Merit Rule 12.2.13.

F. Seniority (Education Code Section 88127)

Seniority will accrue to persons who are transferred in lieu of layoff in the new classification beginning on the first day of service in the class and as defined in Merit System Rule 13.1.

G. Longevity

Longevity credits earned prior to transfer in lieu of layoff shall be retained.

~~HB.~~ Procedure

1. Within two (2) working days of the passage of the Resolution for Layoff by the Board of Trustees the District Human Resources office will notify the Personnel Commission in writing of vacant positions ineligible to be filled by transfers in lieu of layoff. In the absence of a list of ineligible positions, the Personnel Commission will deem all positions eligible to be considered for transfer in lieu of layoff.
 - a. The Personnel Commission will certify layoff lists to the District within five (5) working days after confirmation of the Resolution for Layoff. These layoff lists will contain the names of persons who could be separated from service as the result of displacement (bumping).

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- b. The District Human Resources Office will send the initial notice of layoff to those persons occupying the position identified by the Board of Trustees. This initial notice of layoff shall be given at least ~~45-60~~ calendar days prior to the effective date of the layoff. The Personnel Commission will within the ~~4560~~-day notification, contact all those persons whose names are on a layoff list and advise them they may submit an application for an evaluation of their experience and education for possible transfer ~~in lieu of layoff~~ or voluntary demotion.
2. Determination of whether an employee meets the minimum qualifications of a position to be filled by ~~transfer in lieu of layoff~~ transfer or voluntary demotion shall be done by the Personnel Commission within the ~~4560~~-day notification of layoff period.
 - a. Employees seeking transfer ~~in lieu of layoff or voluntary demotion~~ must submit an Application for Classified Employment online application to the Personnel Commission within five (5) working days of the date of the receipt of the District's initial notification of layoff.
 - b. An employee who meets the minimum qualifications of the vacant position will have ~~his or her~~ their name placed on a transfer ~~in lieu of layoff~~ list, which shall be formally ratified by the Personnel Commission before names are certified to the District.
 - (1) A transfer in lieu of layoff list shall be considered an employment list as defined by Merit System Rule 6.1
 - (2) An employment list established pursuant to the provisions of this rule shall consist of the names of current employees who are eligible for transfer in lieu of layoff into a vacant position without competitive

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examination.

- (3) A transfer in lieu of layoff list shall take precedence over all other employment and eligibility list. This

list shall contain the names of all regular classified employees who meet the minimum qualifications for the classification for which the list is established and who, because of lack of work or lack of funds, will be separated from the classified service.

I. Certification

If two or more persons are eligible to transfer to a vacant position, the person with the greatest total seniority in the ~~classification~~ classified service who meets the minimum qualifications of the classification, shall be offered the first ~~transfer in lieu of layoff~~ opportunity. If that person declines the opportunity ~~his or her~~ their names shall be removed from the transfer ~~in lieu of layoff~~ list and ~~he or she~~ they will be laid off. Upon declination by the first person eligible for transfer in lieu of layoff, the next person with the next greatest total seniority in the classification of the vacancy, will be offered the transfer in lieu of layoff. If the second person declines the opportunity ~~his or her~~ their name shall be removed from the transfer in lieu of layoff list and ~~he or she~~ they will be laid off. Each subsequent offer made will be made to persons, in seniority order, who meet the minimum qualifications of the vacant position(s) as defined above.

J. A final notice of layoff will be sent by the Personnel Commission to persons who are unable or unwilling to transfer in lieu of layoff

K. Reemployment

Persons who attain permanency in a position into which they transferred in lieu of being laid off will have their names placed on a reemployment list for the classification into which they transferred in the event a subsequent reduction in force (layoff) in that classification due to lack of work or lack of funds. The reemployment list established shall have the same force and effect as any other reemployment list pursuant to Education Code Sections 88117 and 88127 and Merit System Rules 6.1.1 and 13.4.1

PC approved: 7/23/03; presented for revision PC: 5/20/03

Section 9.5.5

9.5.5 ADMINISTRATIVE TRANSFER

Administrative initiated transfers may be made at any time for the good of the service upon approval of the Vice President of Human Resources and the department supervisor(s) affected.

9.5.65 TRANSFER PROCEDURE (-Non Fiscal Crisis)

- A. Transfer opportunities in vacant positions during periods of non-fiscal crisis, which shall be defined as periods when no layoffs are pending as the result of the passage of a Resolution for Layoff by the Board of Trustees shall be announced to employees by a written bulletin which shall be ~~distributed and~~ posted for ten (10) working days at work locations. ~~pursuant to the negotiated Agreement between the District and CSEA.~~
- B. A permanent employee may ~~request~~ apply for a transfer by submitting an application to the Personnel Commission during the period the transfer opportunity is posted. ~~transfer request to the Personnel Director. A permanent employee may request to be notified of transfer opportunities, which occur during his/her non work recess or leave period(s) by submitting a written request to the Personnel Director. Notification shall be sent by U.S. mail to the last mailing address listed for the employee in the Personnel Commission Office.~~
- C. The Personnel Director shall certify the names of qualified position transfer applicants to the department supervisor for interview as provided in Rule 6.3.4. The department supervisor shall consider transfer applicants based on specific skills and qualifications, and prior job performance as evidenced by the employee's most recent job performance evaluation. A selection may be made from the transfer applicants, or the department supervisor may request certification from the appropriate eligibility list.
- D. The department supervisor shall notify the Personnel Director of ~~his/hor~~their decision within three (3) working days after completion of the interviews. An employee

selected for transfer shall be released within 10 working days after the date of selection, unless otherwise agreed to by the District and the employee ~~all parties~~. The effective date of transfer shall be communicated in writing to the employee and the District ~~all parties~~ by ~~the Personnel~~ the Personnel Director.

- E. A transfer shall not change the employee's range and step placement on the salary schedule, salary increment date, accumulated leave and vacation credit, nor in any other manner adversely affect ~~his/her~~ their rights as provided in law and these rules.

9.5.67

APPLICATION OF TRANSFER PROCEDURE FOR
BARGAINING UNIT MEMBERS

- A. Transfers for bargaining unit members shall be made in accordance with these rules and ~~the any applicable~~ provisions of the relevant Article 6 ~~of the collective bargaining agreement between the Santa Monica Community College District and Santa Monica Chapter 36 California School Employees' Association.~~

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AGENDA REPORT NO. 2

SUBJECT: **APPROVAL REQUEST – PERSONNEL COMMISSION OFFICE CLOSURE
DURING WINTER HOLIDAY BREAK**

DATE: December 16, 2020

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

It is requested that the Personnel Commission approve the closing of its office from Thursday, December 24, 2020 through Friday, January 1, 2021 in observance of the winter holiday break. All Santa Monica College Offices will be closed during this time.

DISPOSITION BY THE COMMISSION

MOTION MADE BY: Barbara Greenstein

SECONDED BY: Lawrence Leone

AYES: 4

NAYS: 0

ABSTENTIONS: 0

Amendments/Comments

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AGENDA REPORT NO. 3

SUBJECT: **ADVISORY ITEM: RE-APPOINTMENT OF COMMISSIONER:
BARBARA GREENSTEIN**

DATE: December 16, 2020

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

Please be advised that Commissioner Greenstein's current term is scheduled to expire on November 30, 2020. Commissioner Greenstein is one of the CSEA nominees to the Personnel Commission.

Education Code 88065 states: "In any community college district which has a five-member personnel commission, two members of the commission shall be appointed by the governing board of the district and two members, nominated by the classified employees of the district, shall be appointed by the governing board of the district. Those four members of the personnel commission shall, in turn, appoint the fifth member to the commission."

CSEA Chapter 36 has notified the Personnel Commission Office that they voted to re-appoint Barbara Greenstein to serve as a Commissioner for another three-year term, beginning December 1, 2020.

The Board of Trustees has been advised that Barbara Greenstein is the CSEA nominee and per Education Code 88065, shall be appointed by the governing board of the district. This item was included on the November 2020 Board of Trustees agenda.

At the December 16, 2020 Meeting:

Commissioner Greenstein acknowledged the nomination and thanked all those in attendance. She reflected on the ten years of service she has given to the College and applauds it for being a forward thinking institution.

AGENDA REPORT NO. 4

**SUBJECT: REQUEST FOR APPROVAL OF CLASSIFICATION REVISIONS:
 PERSONNEL ANALYST**

DATE: December 16, 2020

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

BY: John Linke, Supervising Personnel Analyst

BACKGROUND

Attached for your approval are the classification revisions for **Personnel Analyst**.

As part of the cyclical review process, we are reviewing classifications in the Personnel Commission Office. The Personnel Commission Office is responsible for providing services related to job classification, compensation, recruitment, selection, and placement of the College's Classified workforce on the basis of merit and the principle of "like pay for like work", and ensures fair treatment of all Classified employees through the maintenance and administration of Merit Rules.

The Personnel Analyst classification was originally created in June 1981. Since its creation, it has been revised six times, with the most recent revision occurring in August 2008. There are currently three permanent incumbents in this classification.

METHODOLOGY

This study was scheduled in the cyclical review calendar for 2017-18. Incumbents in the Personnel/Human Resources job discipline, as well as CSEA, were invited to participate in a class study orientation on November 28, 2017 to discuss the purpose of the study, methodology, timelines, possible outcomes and implications, and frequently asked questions.

Personnel Commission staff met with Carol Long, Director of Classified Personnel, and Amy Gurjian, Classification and Compensation Manager, to discuss the class description; John Linke, Supervising Personnel Analyst, also provided input. In addition, Ms. Long was requested to complete a duty analysis worksheet by rating the frequency and criticality of each duty in the current class description. The Department requested revisions to the classification duties. Additionally, the knowledge and abilities required were expanded and updated with standard language, and minimum qualifications were adjusted to ensure internal and external alignment with comparable classifications. The class concept, distinguishing characteristics, and duties were modified to clarify the level and scope of work performed, and to delineate this classification from related roles. Additionally, level of supervision was modified to clarify the degree of autonomy and authority exercised by this classification, and minor adjustments were made to the physical demands of the role to align requirements with job demands. Classification revisions were sent for review to Personnel Commission management, CSEA, Business Services, Human Resources, and executive leadership.

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Additionally, a job evaluation and an external salary study of public agencies with positions that have comparable duties and responsibilities was conducted. Salary data was gathered based on the comparison of positions with the level of duties and responsibilities most similar to the subject position.

RESULTS

Based on the data gathered, revisions to the class description are being proposed. These changes serve to clarify the class concept and essential duties performed, distinguishing characteristics, level of supervision, and KSAs (knowledge, skills, and abilities), and adjust the minimum qualifications to ensure internal and external alignment with comparable classifications.

Given variability in scope of work assigned at comparable agencies, sufficient market data was not available for this role. In some cases, prospective matches were too broad or too narrow in scope and duties performed. For example, some positions had expanded responsibility for HR program coordination, while others lacked responsibility for performing the full-scope of professional work in the areas of classification and compensation or test development. In other cases, organizations utilized journey and advanced-journey classifications, or split duties among multiple classifications, making accurate matching difficult. Therefore, a market survey is not available for this role. Sufficient market data was available only for the Human Resources Analyst – Employee and Labor Relations (Confidential), which was presented at the November 18, 2020 Personnel Commission meeting. Salary for the Personnel Analyst is currently aligned with the Human Resources Analyst – Employee and Labor Relations (Confidential), with the exception of the confidential designation differential. Both classifications are responsible for performing journey-level duties in their respective areas, and job evaluation results suggest that both classifications are comparable in terms of knowledge required, complexity, decision making, scope and effect, and nature and purpose of contacts. Therefore, the salary recommendation for this classification will be based on internal alignment with the Human Resources Analyst – Employee and Labor Relations, not including the confidential designation differential.

Cyclical review results have been sent to incumbents, CSEA, Personnel Commission management, Business Services, Human Resources, and executive leadership. The District will determine when we are able to move forward with the appropriate increases where applicable.

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The following charts show related classifications in this job discipline and current salary allocation for each classification.

PERSONNEL COMMISSION CLASSIFICATIONS	MIN	MAX	RANGE	%DIFFERENCE BETWEEN LEVELS
Director of Classified Personnel*	\$12,610	\$13,902	A15	75.33%
Supervising Personnel Analyst*	\$7,192	\$8,742	M19	2.42%
Classification and Compensation Manager*	\$7,022	\$8,535	M18	8.45%
Personnel Analyst	\$6,475	\$7,871	45	18.65%
Personnel Technician	\$5,457	\$6,633	38	27.62%
Personnel Specialist	\$4,276	\$5,197	28	

*Currently under review

HUMAN RESOURCES CLASSIFICATIONS	MIN	MAX	RANGE	% DIFFERENCE BETWEEN LEVELS
Director of Human Resources*	\$10,374	\$12,610	M34	13.02%
Assistant Director of Human Resources*	\$9,179	\$11,157	M29	0.00%
Title IX Coordinator / Compliance Administrator*	\$9,179	\$11,157	M29	38.38%
HR Analyst-Employee & Labor Relations (Confidential)	\$6,633	\$8,063	C46	2.44%
HR Analyst-Leaves & Benefits	\$6,475	\$7,871	45	0.00%
Professional Development Coordinator	\$6,475	\$7,871	45	7.63%
Employee Benefits Coordinator*	\$6,016	\$7,313	42	10.24%
Human Resources Technician	\$5,457	\$6,633	38	10.24%
Human Resources Specialist	\$4,950	\$6,016	34	15.76%
Employee Benefits Specialist*	\$4,276	\$5,197	28	

*Currently under review

RECOMMENDATION

It is recommended that the Commission approve the proposed class description revisions for Personnel Analyst.

DISPOSITION BY THE COMMISSION

MOTION MADE BY: Deborah Jansen
 SECONDED BY: Barbara Greenstein
 AYES: 4
 NAYS: 0
 ABSTENTIONS: 0

Amendments/Comments

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**Santa Monica Community College District
Personnel Commission**

Personnel Analyst

CONCEPT OF THE CLASS

Under general supervision, the position in this classification performs journey-level professional personnel-work related to Personnel Commission functions, such as recruitment, selection, classification, compensation, and personnel assignments, classification of positions, wage and salary and benefit administration, personnel policies, rules, and procedures, recruitment and selection, applicant testing and qualifying, equal employment opportunity programs and services, and employer-employee relations.

DISTINGUISHING CHARACTERISTICS

The **Personnel Analyst** performs a full range of journey-level, professional human resources duties related to Personnel Commission functions, such as recruitment, selection, classification, compensation, and personnel assignments.

The **Personnel Technician** performs specialized technical and professional work related to Personnel Commission functions under closer supervision, guidance and review.

The **Supervising Personnel Analyst** supervises and performs professional and analytical work in areas pertaining to job analysis, recruitment, assessment, and selection of classified staff. This position develops, manages, plans, and implements District-wide programs in the assigned areas of responsibility.

The **Classification and Compensation Manager** supervises and performs professional research and analytical work in areas pertaining to classification and compensation studies. This position develops, manages, plans, and implements District-wide programs in the assigned areas of responsibility.

Personnel Specialist performs specialized administrative duties as an employment recruiter in connection with a wide variety of personnel transactions in the areas of recruiting which require an incumbent to apply knowledge of Personnel Commission rules, regulations, policies, and procedures.

Personnel Technician performs technical and complex clerical duties related to classification of positions, wage and salary, recruitment and selection, equal employment opportunity and affirmative action programs and services.

ESSENTIAL DUTIES

Serves as the technical expert in the ~~Performs the full-scope of professional-level work in the~~ Personnel Commission Office ~~on related to recruitment, examination test development, and administration, classification, and compensation; advises and partners with management to navigate Personnel Commission processes and address departmental needs.~~

Develops and revises ~~classification specifications~~ descriptions and prepares recommendations for the classification and reclassification of positions and classes.

Coordinates and conducts salary studies; collects and analyzes salary data to identify relevant comparables and makes recommendations for appropriate salary allocation in accordance with District's pay practices and internal occupational hierarchies.

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~~Determines, devises and develops~~ Utilizes job analysis findings to advise hiring managers on methods of testing for ~~job~~-related training, experience, knowledge, skills, and abilities, ~~and applies expertise in conferring with hiring managers and/or subject matters experts in the required for positions and classes;~~ ~~Confers with department heads and technical experts about the selection,~~ development, ~~preparation~~administration, and evaluation of material for examinations.

Develops and administers written, technical and oral exams of candidates; ~~reviews applications for minimum requirements, facilitates panel briefings and debriefings~~ the oral interview panel in interview to communicate responsibilities and proper ~~interview rating~~ techniques, ~~and ensure rating consistency and adherence to rating criteria;~~ ~~and~~ analyzes test results ~~and recommends pass points~~ to determine eligibility to move to ~~the~~ next step in ~~the~~ recruiting process.

Explains, ~~and~~ interprets ~~and presents on~~ Merit System Articles of the Education Code and other pertinent laws and regulations to supervisors, employees, applicants, and the general public, ~~providing a high level of customer service to both internal and external customers;~~ remains current on related laws, regulations and practices.

~~Conducts job analysis for the purposes of test construction and validation, position classification and classification plan maintenance, job evaluation, and developing recommendations for minimum qualifications.~~

~~Analyzes Position Description Questionnaires (PDQs) to diagnose classification issues, conducts job audits and facilitates employee and management discussions related to classification processes to resolve related matters.~~

Develops and implements ~~a recruiting~~ recruitment plans, which may include identifying targeted recruitment sources, developing recruitment materials and monitoring the effectiveness of recruitment sources, and provides guidance in all facets of recruiting and selecting candidates for classified employment.

~~Creates reports for Personnel Commission agendas regarding the establishment of new job classifications, revision of current class descriptions, reclassification of positions, and salary allocation for approval.~~

~~Assists Personnel Commission management in planning, organizing and developing programs by researching, analyzing and reporting on best practices to enhance the administration and implementation of Commission functions.~~

~~Accepts~~Receives, reviews and processes requests for permanent and temporary assignments (provisional, limited term, working out of class) to ensure compliance with applicable laws and regulations; creates applicable reports as needed for Personnel Commission agendas.

~~Participates in the development of standardized processes relating to test administration and certification of eligibility and employment lists.~~

Analyzes protests arising from ~~examinations~~study findings and assessment results, participates in initial ~~examination~~ protest procedures, and prepares recommendations of actions ~~to the Director.~~

~~Oversees the creation and ongoing maintenance of seniority lists to ensure compliance with bargaining agreement, education code and merit rule provisions.~~

~~Conducts complex and technical studies and analysis in a variety of personnel areas, such as job classification, recruitment, selection, and retention activities, Personnel Commission operating procedures, College employment policies, practices, methods, and procedures; legislation, communications, support services, physical and electronic systems design and analysis, and personnel evaluation and utilization~~

~~Conducts classification and compensation studies, surveys, position audits, and job analysis and recommends reallocation of salaries for classes and groups or series of classes. Determines comparability of duties, responsibilities, and conditions of work performed from public and private employers while gathering data~~

~~Maintains a positive, helpful, constructive attitude and working relationship with the department supervisor and departmental employees, other College employees, the Personnel Commission, students and the public~~

Performs other related duties as requested or assigned.

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Essential duty statements are descriptive and not restrictive in nature, and are generally listed in descending order of importance.

SUPERVISION

Level of Supervision Received

Under Gg general direction supervision is received from the Director of Classified Personnel or designee, the employee receives assignments and is expected to carry them through to completion with substantial independence.

Level of Supervision Exercise

The employee in this position may serve as a lead worker, providing training and work direction to Personnel Commission staff as assigned. May lead and direct the work activities of the Personnel Technician, Personnel Specialist, temporary, part-time, and work-study employees as directed by the Director of Classified Personnel.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

Knowledge of pPrinciples, purposes, trends, functions, policies, and practices of personnel-human resources management, including job analysis, organizational design, market pricing, and job evaluation

Knowledge of tTechniques, methods and tools used in the development and administration of position-classification and compensation plans

Knowledge of mMethods of fact finding, statistical analysis and reporting and prediction

Knowledge of Related laws, rules, and regulations, and policies, procedures, and precedents pertaining to personnel administration

Knowledge of the sources of rRecruitment sources for a wide variety of occupations and of the most economical and effective methods and media for recruiting qualified personnel

Knowledge of eCurrent principles and techniques of employment test construction, validation, and evaluation

Knowledge of Computer programs that support this level of work, including HRIS, and applicant tracking systems and Microsoft Office

Knowledge of trends in employer-employee relations

Ability to:

Research, analyze, interpret, apply, explain, and reach sound, independent decisions in accordance with applicable laws, rules, regulations, policies, procedures, and labor agreements relating to job classification, compensation, recruitment, and employee selection

Ability to wWrite comprehensive, understandable, and legally appropriate reports/documents

Work confidentially with discretion and exercise tact in sensitive situations

Ability to Organize, plan, and perform multiple complex assignments independently within established schedules and timelines

Exercise initiative and focus in completing work assignments

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Apply human resources concepts and practices to advise management on a variety of issues and recommend solutions

Ability to use practical judgment, ~~Employ~~ creativity, ingenuity, and resourcefulness in planning, ~~organizing, designing, adapting, organizing, and presenting test materials and completing work assignments~~

Ability to make ~~Deliver~~ oral presentations

Operate a computer using computer applications, programs and standard office equipment

Communicate effectively, both orally and in writing, and explain complex technical information clearly and concisely

Model professional integrity and deal quickly and efficiently with breaches of misconduct

Stay abreast of technology changes and adapt to new technologies

Role model exceptional internal and external customer service

Ability to ~~Establish and maintain work effectively working relationships with District administrators, management, employees, staff, and employee organization representatives, students, the public and others encountered in the course of work, in a diverse, multicultural and multi-ethnic educational environment and representatives of private and public agencies, and individuals from a variety of ethnic, social and economic backgrounds~~

Ability to apply classification principles and techniques in a wide variety of occupational fields

Ability to properly allocate positions to classes or reallocate entire classes with consistency and accuracy

Ability to identify knowledge's, skills, and abilities necessary for successful job performance

Ability to apply wage and salary determination principles and techniques

Ability to work on many simultaneous assignments with close attention to detail and with attention to schedules and deadlines

Ability to use efficient research techniques to develop test materials and examination techniques

Ability to devise procedures for efficient administration of examinations

Ability to develop innovative solutions to complex and sensitive equal employment opportunity problems

Ability to maintain confidentiality

Ability to read, write, hear, and speak in English

Ability to use personal computers, various word processing, database management, presentation software

Ability to learn specialized computer applications used by the department

MINIMUM QUALIFICATIONS

Education Requirement:

Graduation from an accredited four-year college or university, preferably with a major in ~~b~~Business ~~a~~Administration, ~~p~~Public ~~a~~Administration, ~~personnel administration~~Human Resources Management, Industrial/Organizational Psychology, or a closely related field.

Experience Requirement:

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~~Two-Three (3) years of increasingly responsible technical and analytical personnel-human resources experience in a merit or civil service system, with at least one year of experience in test development and administration or job classification and compensation, which required the use of job analysis. This experience must be within the human resources function of an organization.~~

Education/Experience Equivalency:

~~Experience and/or education of the same kind, level or amount as required in the minimum qualifications may be substituted on a year-for-year basis. A Master's degree in a related field may substitute for one year of experience. Two years of college may be substituted with an additional four years of experience in test development and administration.~~

Licensure and/or Certification:

~~A valid California Class "C" driver's license. None Professional in Human Resources (PHR), SHRM-Certified Professional (SHRM-CP), Certified Compensation Professional (CCP) or similar certifications preferred.~~

WORKING ENVIRONMENT & PHYSICAL DEMANDS

Disclosure:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Normal Office Environment:

While performing the duties of this job the employee is regularly required to sit, use hands to keyboard, type, or handle materials, and talk and/or hear. The employee is occasionally required to stand and walk. ~~The employee is regularly required to lift, carry, push, or pull up to 15 pounds.~~ While performing the duties of this job, the noise level in the work environment is usually quiet.

CLASS DETAIL

Job Family: ~~Fiscal Services / Business Administration / Human Resources~~ Human Resources/Personnel Commission

FLSA Status: ~~Non-Ex~~ empt

Personnel Commission Approval Date: 11/02/06

Class History: Personnel Analyst I and II

Revision Date(s): September 6, 2005; 11/02/06 Hay Study; August 20, 2008; 12/16/20

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Personnel Commission

Personnel Analyst

CONCEPT OF THE CLASS

Under general supervision, the position in this classification performs journey-level professional work related to Personnel Commission functions, such as recruitment, selection, classification, compensation, and personnel assignments.

DISTINGUISHING CHARACTERISTICS

The **Personnel Analyst** performs a full range of journey-level, professional human resources duties related to Personnel Commission functions, such as recruitment, selection, classification, compensation, and personnel assignments.

The **Personnel Technician** performs specialized technical and professional work related to Personnel Commission functions under closer supervision, guidance and review.

The **Supervising Personnel Analyst** supervises and performs professional and analytical work in areas pertaining to job analysis, recruitment, assessment, and selection of classified staff. This position develops, manages, plans, and implements District-wide programs in the assigned areas of responsibility.

The **Classification and Compensation Manager** supervises and performs professional research and analytical work in areas pertaining to classification and compensation studies. This position develops, manages, plans, and implements District-wide programs in the assigned areas of responsibility.

ESSENTIAL DUTIES

Performs the full-scope of professional-level work in the Personnel Commission Office related to recruitment, test development, classification, and compensation; advises and partners with management to navigate Personnel Commission processes and address departmental needs.

Develops and revises classification descriptions and prepares recommendations for the classification and reclassification of positions and classes.

Coordinates and conducts salary studies; collects and analyzes salary data to identify relevant comparables and makes recommendations for appropriate salary allocation in accordance with District's pay practices and internal occupational hierarchies.

Utilizes job analysis findings to advise hiring managers on methods of testing for job-related training, experience, knowledge, skills, and abilities, and applies expertise in conferring with hiring managers and/or subject matters experts in the development, administration and evaluation of material for examinations.

Develops and administers written, technical and oral exams of candidates; reviews applications for minimum requirements, facilitates panel briefings and debriefings to communicate responsibilities and proper rating techniques, and ensure rating consistency and adherence to rating criteria; analyzes test results and recommends pass points to determine eligibility to move to the next step in the recruiting process.

Explains, interprets and presents on Merit System Articles of the Education Code and other pertinent laws and regulations to supervisors, employees, applicants, and the general public, providing a high level of customer service to both internal and external customers; remains current on related laws, regulations and practices.

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Conducts job analysis for the purposes of test construction and validation, position classification and classification plan maintenance, job evaluation, and developing recommendations for minimum qualifications.

Analyzes Position Description Questionnaires (PDQs) to diagnose classification issues, conducts job audits and facilitates employee and management discussions related to classification processes to resolve related matters.

Develops and implements recruitment plans, which may include identifying targeted recruitment sources, developing recruitment materials and monitoring the effectiveness of recruitment sources, and provides guidance in all facets of recruiting and selecting candidates for classified employment.

Creates reports for Personnel Commission agendas regarding the establishment of new job classifications, revision of current class descriptions, reclassification of positions, and salary allocation for approval.

Assists Personnel Commission management in planning, organizing and developing programs by researching, analyzing and reporting on best practices to enhance the administration and implementation of Commission functions.

Receives, reviews and processes requests for permanent and temporary assignments (provisional, limited term, working out of class) to ensure compliance with applicable laws and regulations; creates applicable reports as needed for Personnel Commission agendas.

Participates in the development of standardized processes relating to test administration and certification of eligibility and employment lists.

Analyzes protests arising from study findings and assessment results, participates in initial protest procedures and prepares recommendations of actions.

Oversees the creation and ongoing maintenance of seniority lists to ensure compliance with bargaining agreement, education code and merit rule provisions.

Performs other related duties as requested or assigned.

Essential duty statements are descriptive and not restrictive in nature, and are generally listed in descending order of importance.

SUPERVISION

Level of Supervision Received

Under general supervision from the Director of Classified Personnel or designee, the employee receives assignments and is expected to carry them through to completion with substantial independence.

Level of Supervision Exercised

The employee in this position may serve as a lead worker, providing training and work direction to Personnel Commission staff as assigned.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

Principles, trends, functions, policies, and practices of human resources management, including job analysis, organizational design, market pricing, and job evaluation

Techniques, methods and tools used in the development and administration of position classification and compensation plans

Methods of fact finding, statistical analysis and reporting

Related laws, rules, regulations, policies, procedures, and precedents

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Recruitment sources for a wide variety of occupations and the most economical and effective methods and media for recruiting qualified personnel. Current principles and techniques of employment test construction, validation, and evaluation

Computer programs that support this level of work, including HRIS, applicant tracking systems and Microsoft Office

Ability to:

Research, analyze, interpret, apply, explain, and reach sound, independent decisions in accordance with applicable laws, rules, regulations, policies, procedures, and labor agreements relating to job classification, compensation, recruitment, and employee selection

Write comprehensive, understandable and legally appropriate documents

Work confidentially with discretion and exercise tact in sensitive situations

Organize, plan, and perform multiple complex assignments independently within established schedules and timelines

Exercise initiative and focus in completing work assignments

Apply human resources concepts and practices to advise management on a variety of issues and recommend solutions

Employ creativity, ingenuity, and resourcefulness in planning, organizing, and completing work assignments

Deliver presentations

Operate a computer using computer applications, programs and standard office equipment

Communicate effectively, both orally and in writing, and explain complex technical information clearly and concisely

Model professional integrity and deal quickly and efficiently with breaches of misconduct

Stay abreast of technology changes and adapt to new technologies

Role model exceptional internal and external customer service

Establish and maintain effective working relationships with District management, staff, employee organization representatives, students, the public and others encountered in the course of work, in a diverse, multicultural and multi-ethnic educational environment

MINIMUM QUALIFICATIONS

Education Requirement:

Graduation from an accredited four-year college or university, preferably with a major in Business Administration, Public Administration, Human Resources Management, Industrial/Organizational Psychology, or a closely related field.

Experience Requirement:

Three years of increasingly responsible technical and analytical human resources experience in test development or job classification and compensation, which required the use of job analysis. This experience must be within the human resources function of an organization.

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Education/Experience Equivalency:

Experience and/or education of the same kind, level or amount as required in the minimum qualifications may be substituted on a year-for-year basis.

Licensure and/or Certification:

Professional in Human Resources (PHR), SHRM-Certified Professional (SHRM-CP), Certified Compensation Professional (CCP) or similar certifications preferred.

WORKING ENVIRONMENT & PHYSICAL DEMANDS

Disclosure:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Normal Office Environment:

While performing the duties of this job the employee is regularly required to sit, use hands to keyboard, type, or handle materials, and talk and/or hear. The employee is occasionally required to stand and walk. While performing the duties of this job, the noise level in the work environment is usually quiet.

CLASS DETAIL

Job Family:	Human Resources/Personnel Commission
FLSA Status:	Non-Exempt
Personnel Commission Approval Date:	11/02/06
Class History:	Personnel Analyst I and II
Revision Date(s):	9/6/05; 11/02/06 Hay Study; 8/20/08; 12/16/20

AGENDA REPORT NO. 5

**SUBJECT: REQUEST FOR APPROVAL OF CLASSIFICATION REVISIONS:
 RESEARCH ASSISTANT**

DATE: December 16, 2020

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

BY: Olga Vasquez, Personnel Analyst

BACKGROUND

Attached for your approval are the classification revisions for **Research Assistant**.

As part of the cyclical review process, we are reviewing classifications in Institutional Research. The Office of Institutional Research supports the college's mission and commitment to student learning, success, and racial equity by providing quality, accessible, reliable and relevant information to facilitate equity-minded inquiry, decision-making, and planning processes, enhance institutional effectiveness, and promote a culture of evidence-based inquiry. This is an entry-level classification responsible for primarily performing paraprofessional research duties.

The Research Assistant classification was originally created in April 2017. There are currently no incumbents in this classification.

METHODOLOGY

This study was scheduled in the cyclical review calendar for 2019-20. Incumbents in the Institutional Research job discipline, as well as CSEA, were invited to participate in a class study orientation on March 11, 2020 to discuss the purpose of the study, methodology, timelines, possible outcomes and implications, and frequently asked questions.

Personnel Commission staff met with Hannah Lawler, Dean, Institutional Research to discuss the class description. In addition, the supervisor was requested to complete a duty analysis worksheet by rating the frequency and criticality of each duty in the current class description. Distinguishing characteristics were modified to delineate this classification from related roles. Additionally, revisions are proposed to clarify duties assigned, knowledge and abilities and entrance requirements required for the job. The class concept and duties were modified to clarify the level and scope of work performed by this classification, distinguishing characteristics were modified to delineate this classification from related series. Classification revisions were sent for review to Department management, CSEA, Business Services, Human Resources, and executive leadership.

Additionally, a job evaluation and an external salary study of public agencies with positions that have comparable duties and responsibilities was conducted. Salary data was gathered based on the comparison of positions with the level of duties and responsibilities most similar to the subject position.

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RESULTS

Based on the data gathered, revisions to the class description are being proposed. These changes serve to clarify the class concept and essential duties performed, distinguishing characteristics and KSAs (knowledge, skills, and abilities), and adjust the minimum qualifications to ensure internal and external alignment with comparable classifications.

Given variability in scope of work assigned at comparable agencies, sufficient market data was not available for this role. In some cases, comparable agencies did not utilize an entry level paraprofessional role in this series. Salary recommendation for this classification will be based on internal alignment within the series and other comparable roles in the District.

Cyclical review results have been sent to CSEA, Department management, Business Services, Human Resources, and executive leadership. The District will determine when we are able to move forward with the appropriate salary increases where applicable.

The following chart shows related classifications in this job discipline and current salary allocation for each classification:

CLASS TITLE	MIN	MAX	RANGE	% DIFFERENCE
<i>Senior Research Analyst*</i>	<i>\$6,965</i>	<i>\$8,466</i>	<i>48</i>	<i>13%</i>
<i>Research & Planning Analyst*</i>	<i>\$6,167</i>	<i>\$7,496</i>	<i>43</i>	<i>19%</i>
<i>Research Assistant</i>	<i>\$5,197</i>	<i>\$6,317</i>	<i>36</i>	<i>N/A</i>

**See following agenda items*

RECOMMENDATION

It is recommended that the Commission approve the proposed class description revisions for Research Assistant.

DISPOSITION BY THE COMMISSION

MOTION MADE BY: Barbara Greenstein
SECONDED BY: Deborah Jansen
AYES: 4
NAYS: 0
ABSTENTIONS: 0

Amendments/Comments

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**Santa Monica Community College District
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Research Assistant

CONCEPT OF THE CLASS

Under supervision, this position assists in research and ~~technical studies program assessment activities~~ related to ~~educational programs, planning, or development~~ program evaluation, planning, and improvement. In addition, the incumbent ~~provides assistance~~ assists with record keeping, verification of data, report preparation, basic data collection and analysis, and ~~performs research~~ general related clerical duties.

DISTINGUISHING CHARACTERISTICS

Research Assistant is the entry-level classification in the Research occupational Analyst classification series. An incumbent supports the overall research activities of the department by primarily performing paraprofessional research duties to support the achievement of institutional research objectives.

Research and Planning Analyst is the journey-level classification in the Research occupational Analyst classification series. An incumbent is responsible for ~~designing as well as implementing research methodologies to achieve institutional research objectives and for reviewing and/or preparing final research and study findings and papers~~ independently performing all phases of research studies with a focus on conducting program-level studies.

Senior Research Analyst is the advanced journey-level classification in the Research occupational Analyst classification series. An incumbent leads, designs, and conducts all levels of research and assessment varying in complexity and difficulty. An incumbent focuses on activities and projects that require coordination across multiple stakeholders, projects in the District's Institutional Research program. An incumbent also provides guidance and work direction to lower level research and support staff.

ESSENTIAL DUTIES

Develops, maintains, and organizes office records and files, including defined databases, using various technological platforms and software.

Inputs and codes data and information into ~~an~~ electronic databases; extracts data from student information and other data systems.

Prepares a variety of correspondence, records, files and reports related to institutional research; ~~_-~~

Assists in the compilation and analyses of ~~conducting~~ research and data ~~analyses~~ related but not limited to curricula, ~~enrollment, institutional effectiveness, retention,~~ matriculation, enrollment management, ~~weekly contact hours,~~ staffing patterns, student and faculty characteristics, program vitality and evaluation, community characteristics, student achievement, student learning outcomes, and accreditation.

Analyzes and interprets descriptive data; produces reports with tables and graphs to describe findings.

Transcribes electronic recordings of qualitative data (i.e., interviews, focus groups) in preparation for analyst and dean to analyze data.

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Responds to [basic](#) internal and external data requests.

Collects new data, including coordinating, preparing, distributing, collecting, and scoring surveys; [configures and manipulates existing data using query and database tools; cross references data to ensure accuracy and completeness.](#)

Assists in developing survey, [data collection activities, and other](#) quantitative and qualitative instruments, questionnaires, and instructions.

Performs basic statistical procedures and techniques.

Uses interactive data management and statistical programs such as SPSS, SASS, or other applications used in social science research.

Performs general clerical support duties as assigned.

~~Assists in determining appropriate research plan design on research projects.~~

~~Cross references data to ensure accuracy and completeness.~~

~~Configures and manipulates existing data using query and database tools.~~

Performs other related duties as requested or assigned.

Examples of essential duties are descriptive and not restrictive in nature, and are generally listed in descending order of importance.

SUPERVISION

Level of ~~S~~supervision Received:

The employee receives supervision from the Dean of Institutional Research or designated manager. May receive work direction from Senior Research Analyst and/or Research [and Planning](#) Analyst.

Level of ~~S~~supervision Exercised:

Positions in this classification do not supervise other classified positions.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

Basic research design and methodology applicable to higher education research

Data collection techniques, analysis, interpretation and reporting

Basic-level survey research techniques and methodology

Key statistical methods and their application

Programs, policies, and goals of the District

Modern office practices, procedures, software applications and hardware

Proper English usage, vocabulary, spelling, grammar and punctuation

Ability to:

Contribute to the research study planning process

Apply conventional research techniques and methodology to assigned projects

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Analyze and interpret quantitative and qualitative data

Prepare and present reports in tabular, written, graphic, and oral form

Plan, organize, and set priorities within areas of assigned responsibility and manage time and

Meet deadlines and work in fast-paced ~~and busy~~ environment with multiple ~~tasks and~~ interruptions

Interpret, apply, explain and reach sound decisions in accordance with applicable laws and regulations, and District policies and procedures

Perform statistical analysis on data collected

Operate computer hardware and software commonly used in research work

Role model exceptional customer service

Communicate effectively, both orally and in writing

Establish and maintain effective working relationships with District management, staff, students, the public and others encountered in the course of work, in a diverse, multicultural and multi-ethnic educational environment

Assist in data collection activities

MINIMUM QUALIFICATIONS

Education Requirement:

An ~~a~~Associate's degree or equivalent ~~from an accredited college or university, preferably in one of the~~ ~~s~~Social ~~s~~ciences, ~~e~~Economics, ~~b~~Business ~~a~~Administration or other research-oriented specialization. ~~A bachelor's degree from an accredited college or university in one of the social sciences, economics, business administration or research-oriented specialization is preferred.~~

Experience Requirement:

Two years of work experience in a research ~~or analytical~~ position, preferably in institutional research or equivalent. Experience working in an educational institution is preferred.

Education/Experience Equivalency:

Experience and/or education of the same kind, level and amount as required in the minimum qualifications may be substituted on a year-for-year basis.

Licensure and/or Certification:

None.

WORKING ENVIRONMENT & PHYSICAL DEMANDS

Disclosure:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Normal Office Environment:

While performing the duties of this job the employee is regularly required to sit, use hands to keyboard, type, or handle materials, and talk and/or hear. The employee is occasionally required to stand and walk.

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The employee may be regularly required to lift, carry, push, or pull up to 10 pounds. While performing the duties of this job, the noise level in the work environment is usually quiet.

CLASS DETAIL

Job Family: Student Services (Non-Classroom)
FLSA Status: Non-Exempt
Personnel Commission Approval Date: April 19, 2017
~~**Class History:**~~ [New Class](#)
~~**Revision Date(s):**~~ [12/16/2020](#)

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Santa Monica Community College District
Personnel Commission

Research Assistant

CONCEPT OF THE CLASS

Under supervision, this position assists in research and program assessment activities related to program evaluation, planning, and improvement. In addition, the incumbent assists with record keeping, verification of data, report preparation, basic data collection and analyses, and general clerical duties.

DISTINGUISHING CHARACTERISTICS

Research Assistant is the entry-level classification in the Research occupational series. An incumbent supports the overall research activities of the department by primarily performing paraprofessional research duties to support the achievement of institutional research objectives.

Research and Planning Analyst is the journey-level classification in the Research occupational series. An incumbent is responsible for independently performing all phases of research studies with a focus on conducting program-level studies.

Senior Research Analyst is the advanced journey-level classification in the Research occupational series. An incumbent leads, designs, and conducts all levels of research and assessment varying in complexity and difficulty. An incumbent focuses on activities and projects that require coordination across multiple stakeholders. An incumbent also provides guidance and work direction to lower level research and support staff.

ESSENTIAL DUTIES

Develops, maintains, and organizes office records and files, including defined databases, using various technological platforms and software.

Inputs and codes data and information into electronic databases; extracts data from student information and other data systems.

Prepares a variety of correspondence, records, files and reports related to institutional research; Assists in the compilation and analyses of research and data related but not limited to curricula, institutional effectiveness, matriculation, enrollment management, staffing patterns, student and faculty characteristics, program vitality and evaluation, community characteristics, student achievement, student learning outcomes, and accreditation.

Analyzes and interprets descriptive data; produces reports with tables and graphs to describe findings.

Transcribes electronic recordings of qualitative data (i.e., interviews, focus groups) in preparation for analyst and dean to analyze data.

Responds to basic internal and external data requests.

Collects new data, including coordinating, preparing, distributing, collecting, and scoring surveys; configures and manipulates existing data using query and database tools; cross references data to ensure accuracy and completeness.

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Assists in developing survey, data collection activities, quantitative and qualitative instruments, questionnaires, and instructions.

Performs basic statistical procedures and techniques.

Uses interactive data management and statistical programs such as SPSS, SASS, or other applications used in social science research.

Performs general clerical support duties as assigned.

Performs other related duties as requested or assigned.

Examples of essential duties are descriptive and not restrictive in nature and are generally listed in descending order of importance.

SUPERVISION

Level of Supervision Received

The employee receives supervision from the Dean of Institutional Research or designated manager. May receive work direction from Senior Research Analyst and/or Research and Planning Analyst.

Level of Supervision Exercised

Positions in this classification do not supervise other classified positions.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

Basic research design and methodology applicable to higher education research

Data collection techniques, analysis, interpretation and reporting

Basic-level survey research techniques and methodology

Key statistical methods and their application

Programs, policies, and goals of the District

Modern office practices, procedures, software applications and hardware

Proper English usage, vocabulary, spelling, grammar and punctuation

Ability to:

Contribute to the research study planning process

Apply conventional research techniques and methodology to assigned projects

Analyze and interpret quantitative and qualitative data

Prepare and present reports in tabular, written, graphic, and oral form

Plan, organize, and set priorities within areas of assigned responsibility

Meet deadlines and work in fast-paced environment with multiple interruptions

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Interpret, apply, explain and reach sound decisions in accordance with applicable laws and regulations, and District policies and procedures

Perform statistical analysis on data collected

Operate computer hardware and software commonly used in research work

Role model exceptional customer service

Communicate effectively, both orally and in writing

Establish and maintain effective working relationships with District management, staff, students, the public and others encountered in the course of work, in a diverse, multicultural and multi-ethnic educational environment

MINIMUM QUALIFICATIONS

Education Requirement:

An Associate's degree or equivalent, preferably in Social Science, Economics, Business Administration or other research-oriented specialization

Experience Requirement:

Two years of work experience in a research position, preferably in institutional research or equivalent. Experience working in an educational institution is preferred.

Education/Experience Equivalency:

Experience and/or education of the same kind, level and amount as required in the minimum qualifications may be substituted on a year-for-year basis.

Licensure and/or Certification:

None.

WORKING ENVIRONMENT & PHYSICAL DEMANDS

Disclosure:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Normal Office Environment:

While performing the duties of this job the employee is regularly required to sit, use hands to keyboard, type, or handle materials, and talk and/or hear. The employee is occasionally required to stand and walk. The employee may be regularly required to lift, carry, push, or pull up to 10 pounds. While performing the duties of this job, the noise level in the work environment is usually quiet.

CLASS DETAIL

Job Family:	<i>Student Services (Non-Classroom)</i>
FLSA Status:	<i>Non-Exempt</i>
Personnel Commission Approval Date:	<i>4/19/17</i>
Revision Date(s)	<i>12/16/20</i>

AGENDA REPORT NO. 6

**SUBJECT: REQUEST FOR APPROVAL OF CLASSIFICATION REVISIONS:
RESEARCH AND PLANNING ANALYST**

DATE: December 16, 2020

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

BY: Olga Vasquez, Personnel Analyst

BACKGROUND

Attached for your approval are the classification revisions for **Research and Planning Analyst**.

As part of the cyclical review process, we are reviewing classifications in Institutional Research. The Office of Institutional Research supports the college's mission and commitment to student learning, success, and racial equity by providing quality, accessible, reliable and relevant information to facilitate equity-minded inquiry, decision-making, and planning processes, enhance institutional effectiveness, and promote a culture of evidence-based inquiry. This is a journey-level professional classification responsible for decision making in determination of research planning, designing, implementing procedures and appropriate research and statistical techniques and methods in support of the District's institutional planning process.

The Research and Planning Analyst classification was originally created in August 2010. Since its creation, it has been revised once in September 2019 to clarify the institutional planning component. There is currently one permanent incumbent in this classification.

METHODOLOGY

This study was scheduled in the cyclical review calendar for 2019-20. Incumbents in the Institutional Research job discipline, as well as CSEA, were invited to participate in a class study orientation on March 11, 2020 to discuss the purpose of the study, methodology, timelines, possible outcomes and implications, and frequently asked questions. The incumbent was requested to complete a Position Description Questionnaire (PDQ) by April 30, 2020. The submitted PDQ was reviewed with Hannah Lawler, Dean of Institutional Research.

Personnel Commission staff met with Hannah Lawler, to discuss the class description. In addition, the supervisor was requested to complete a duty analysis worksheet by rating the frequency and criticality of each duty in the current class description. Distinguishing characteristics were modified to delineate this classification from related roles. Additionally, revisions are proposed to clarify duties assigned, knowledge and abilities and entrance requirements required for the job. The class concept and duties were modified to clarify the level and scope of work performed by this classification, distinguishing characteristics were modified to delineate this classification from related series. Classification revisions were sent for review to the incumbent, Department management, CSEA, Business Services, Human Resources, and executive leadership.

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Additionally, a job evaluation and an external salary study of public agencies with positions that have comparable duties and responsibilities was conducted. Salary data was gathered based on the comparison of positions with the level of duties and responsibilities most similar to the subject position.

RESULTS

Based on the data gathered, revisions to the class description are being proposed. These changes serve to clarify the class concept and essential duties performed, distinguishing characteristics and KSAs (knowledge, skills, and abilities), and adjust the minimum qualifications to ensure internal and external alignment with comparable classifications.

A comprehensive survey of comparable agencies was conducted and yielded several strong to moderate matches as indicated below, with some variability in assigned functions but with comparable levels of responsibility.

AGENCY	JOB TITLE	MIN	MAX	MEDIAN*	STUDENT FTE	GF REVENUE ACTUAL
Santa Monica College	Research & Planning Analyst	\$6,167	\$7,496	\$6,832	10,287	\$225M
Cerritos College	Research Analyst	\$6,294	\$7,588	\$6,941	8,184	\$140M
Contra Costa CCD	Research Analyst	\$5,906	\$7,194	\$6,550	14,139	\$267M
El Camino College	Research Analyst	\$6,602	\$8,505	\$7,554	8,424	\$167M
Foothill DeAnza CCD	Research Analyst	\$5,435	\$7,302	\$6,369	8,684	\$273M
Glendale College	Planning & Research Analyst	\$5,533	\$7,062	\$6,298	5,740	\$122M
Long Beach City College	Research Analyst II	\$5,736	\$7,075	\$6,406	9,082	\$170M
Los Angeles CCD	Research Analyst	\$6,689	\$8,287	\$7,488	41,813	\$892M
Mt. San Antonio College	Research Analyst	\$5,900	\$7,530	\$6,715	13,301	\$257M
North Orange County CCD	Research Analyst	\$6,358	\$7,718	\$7,038	15,630	\$296M
Pasadena City College	Research Planning Analyst	\$5,665	\$7,230	\$6,447	10,757	\$202M
Santa Barbara City College	Research & Assessment Analyst	\$5,239	\$6,382	\$5,810	6,286	\$129M
State Center CCD	Research and Planning Analyst	\$5,306	\$6,525	\$5,915	15,503	\$296M
Ventura County CCD	Research Analyst	\$5,872	\$8,109	\$6,991	12,592	\$231M
	Average	\$5,887	\$7,424	\$6,655		
	25th Percentile	\$5,533	\$7,075	\$6,304		
	50th Percentile	\$5,872	\$7,302	\$6,587		
	75th Percentile	\$6,294	\$7,718	\$7,006		
	80th Percentile	\$6,332	\$7,953	\$7,142		
	90th Percentile	\$6,553	\$8,251	\$7,402		
	SMC % RANK	72%	57%	63%		
	SMC Differences From AVG	5%	1%	3%		
	SMC Differences From MED	5%	3%	4%		

**The midpoint or 50th percentile of data; a calculation that is not as susceptible to extreme high or low values in a dataset, as compared to the average. Due to variability in the number of steps per range in comparable agencies, the median provides a more accurate comparison between agencies.*

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The current salary range for Research and Planning Analyst is \$6,167 to \$7,496 per month (Classified Employee Salary Schedule, Range 43). In this survey, the median salary for this classification is at the 63rd percentile, with 37% of the cases presented being above the current median salary.

Cyclical review results have been sent to the incumbent, CSEA, Department management, Business Services, Human Resources, and executive leadership. The salary survey data presented above is for informational purposes only. The District will determine when we are able to move forward with the appropriate increases where applicable.

The following chart shows related classifications in this job discipline and current salary allocation for each classification:

CLASS TITLE	MIN	MAX	RANGE	% DIFFERENCE
<i>Senior Research Analyst*</i>	\$6,965	\$8,466	48	13%
<i>Research & Planning Analyst</i>	\$6,167	\$7,496	43	19%
<i>Research Assistant</i>	\$5,197	\$6,317	36	N/A

**See subsequent agenda item*

RECOMMENDATION

It is recommended that the Commission approve the proposed class description revisions for Research and Planning Analyst.

DISPOSITION BY THE COMMISSION

MOTION MADE BY: Deborah Jansen
SECONDED BY: Barbara Greenstein
AYES: 4
NAYS: 0
ABSTENTIONS: 0

Amendments/Comments

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Research and Planning Analyst

CONCEPT OF THE CLASS

Under general supervision, Positions in this classification perform a variety of professional journey-level program assessment, research, and evaluation work for program review and improvement, including problem definition, study design, data collection, analyses, and interpretation, and presentation of findings. Incumbents also develop and maintain information systems and databases to support research activities.

DISTINGUISHING CHARACTERISTICS

~~The~~ **Research and Planning Analyst** is the journey-level classification in the Research occupational/Analyst classification series. An incumbent is responsible for independently performing all phases of research studies with a focus on conducting program-level studies.

~~The~~ **Senior Research Analyst** is the advanced journey-level in the Research occupational/Analyst classification series. An incumbent leads, designs, and conducts all levels of research and assessment varying in complexity and difficulty. An incumbent focuses on activities and projects that require coordination across multiple stakeholders. An incumbent also provides guidance and work direction to lower level research and support staff.

Research Assistant is the entry-level classification in the Research occupational series. An incumbent supports the overall research activities of the department by primarily performing paraprofessional research duties to support the achievement of institutional research objectives

ESSENTIAL DUTIES

Performs professional journey-level research and data analysis related but not limited to curricula, enrollment, institutional effectiveness, matriculation, enrollment management, staffing patterns, student and faculty characteristics, program vitality and evaluation, community characteristics, student achievement, student learning outcomes, and accreditation.

Designs and implements procedures for collecting, analyzing, and reporting data about program and institutional outcomes and effectiveness for planning and improvement.

Selects, adapts, and applies appropriate research and statistical methodologies and techniques to complete research studies, including, but not limited to survey research, focus groups, cohort tracking, and correlations.

Provides technical assistance to College staff in the areas of outcomes assessment and program planning and evaluation.

Organizes, disseminates, and presents findings of data analyses and research studies in narrative, tabular, and graphical publications as well as oral modes; may oversee maintenance of records.

Organizes, coordinates, and tracks completion of activities related to the College's program review functions.

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Attends and participates in professional group meetings to stay current with trends and innovations in the fields of research, data analysis, and program review.

Assists in the design and development of tools and procedures to support College staff in the program review process.

Provides training for College staff on tools, procedures, and methods for outcomes assessment and program planning and evaluation.

Updates [and maintains the](#) District's [Program Review and](#) Institutional Research website.

Assists in the design, implementation, and maintenance of specialized databases, information systems, and reports to facilitate typical research and planning activities.

Prepares state applications and reports as assigned.

Responds to requests for information and data from District and College staff, public jurisdictions, and outside researchers.

Receives training from higher-level researchers in the use of advanced research techniques and methods.

Writes instructions, procedures, and manuals involving administrative and operational activities of the research unit, [as needed.](#)

Performs other related duties as requested or assigned.

Essential duty statements are descriptive and not restrictive in nature, and are generally listed in descending order of importance.

[Updates and maintains District's Program Review website.](#)

[May oversee maintenance of records.](#)

SUPERVISION

Level of Supervision Received:

Under direction of either the Dean of Institutional Research or the Director of Institutional Research, the employee receives assignments and is expected to carry them through to completion with limited supervision. May receive work direction from Senior Research Analyst.

Level of Supervision Exercised:

May provide guidance in research issues for clerical research staff, external evaluators, graduate interns, or student workers.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

Concepts, methodologies, processes, and terminology applicable to higher education research, planning, accreditation, and program review functions

Professionally accepted principles and practices applicable to [quantitative and qualitative](#) research methodology [and inferential and descriptive statistics](#)

Principles, theories, techniques, and methods of [descriptive and inferential](#) statistics

Principles of data design and maintenance

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Related computer applications, programs and systems

District organizational structure, operations, programs, policies, procedures, vision, mission, goals and objectives

Related laws, rules, and regulations

Ability to:

Effectively utilize applications, systems and programs typically used in research and statistics such as SPSS, SAS, SQL, or R

Plan, organize, and prioritize work independently to meet deadlines

Gather, compile, analyze, and validate data [with high degree of accuracy](#)

Apply conventional research techniques and methodology to assigned projects

Apply statistical theory and methods used in the collection, classification, and evaluation of quantitative facts as a basis for inference

Analyze ~~factual~~ information and recognize significant factors, relationships and trends

Determine and evaluate sources of data

Interpret, apply, explain and reach sound independent decisions in accordance with applicable laws and regulations, and District policies and procedures

Prepare and present reports in tabular, written, graphic, and oral form

Communicate effectively, both orally and in writing

Organize and maintain specialized files and confidentiality of employee and student information

Model professional integrity and exceptional internal and external customer service

Stay abreast of technology changes and adapt to new technologies

Establish and maintain effective working relationships with District management, staff, students, the public and others encountered in the course of work, in a diverse, multicultural and multi-ethnic educational environment

MINIMUM QUALIFICATIONS

Education Requirement and Experience Requirements:

~~Graduation from a recognized four-year college or university preferably with a major~~ Bachelor's degree in ~~s~~Social ~~s~~Science ~~r~~Research, ~~e~~Economics, ~~e~~Educational ~~a~~Administration, ~~b~~Business ~~a~~Administration, ~~e~~Organizational ~~a~~Analysis, ~~i~~Information ~~s~~Science, or other research-oriented specialization.

Experience Requirement:

~~AND~~ ~~T~~wo years of full-time paid professional-level experience in a research, analytical, or institutional planning position.

Education/Experience Equivalency:

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Experience and/or education of the same kind, level and amount as required in the minimum qualifications may be substituted on a year-for-year basis.

~~OR~~

~~A master's degree from a recognized college or university, preferably with a major in social science research, economics, educational administration, business administration, organizational analysis, information science, or other research-oriented specialization **AND** one year of full-time paid professional-level experience in a research, analytical, or institutional planning position.~~

~~OR~~

~~A doctoral degree from a recognized college or university, preferably with a specialization in social science research, economics, educational administration, business administration, organizational analysis, or other research-oriented specialization **AND** six months of full-time paid professional-level experience in a research, analytical, or institutional planning position.~~

Licensure and/or Certification:

None. A valid driver's license.

WORKING ENVIRONMENT & PHYSICAL DEMANDS

Disclosure:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Normal Office Environment:

While performing the duties of this job the employee is regularly required to sit, use hands to keyboard, type, or handle materials, and talk and/or hear. The employee is occasionally required to stand and walk. The employee is regularly required to lift, carry, push, or pull up to 10 pounds. While performing the duties of this job, the noise level in the work environment is usually quiet.

CLASS DETAIL

Job Family: Student Services (Non-Classroom)

FLSA Status: Non-exempt

Personnel Commission Approval Date: 08/18/2010

Class History: Research Analyst, Research and Planning Analyst

Revision Date(s): 9/18/19, 12/16/2020

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Research and Planning Analyst

CONCEPT OF THE CLASS

Under general supervision, positions in this classification perform a variety of professional program assessment, research, and evaluation work for program review and improvement, including problem definition, study design, data collection, analyses, and interpretation, and presentation of findings. Incumbents also develop and maintain information systems and databases to support research activities.

DISTINGUISHING CHARACTERISTICS

Research and Planning Analyst is the journey-level classification in the Research occupational series. An incumbent is responsible for independently performing all phases of research studies with a focus on conducting program-level studies.

Senior Research Analyst is the advanced journey-level in the Research occupational series. An incumbent leads, designs, and conducts all levels of research and assessment varying in complexity and difficulty. An incumbent focuses on activities and projects that require coordination across multiple stakeholders. An incumbent also provides guidance and work direction to lower level research and support staff.

Research Assistant is the entry-level classification in the Research occupational series. An incumbent supports the overall research activities of the department by primarily performing paraprofessional research duties to support the achievement of institutional research objectives

ESSENTIAL DUTIES

Performs professional journey-level research and data analysis related but not limited to curricula, institutional effectiveness, matriculation, enrollment management, staffing patterns, student and faculty characteristics, program vitality and evaluation, community characteristics, student achievement, student learning outcomes, and accreditation.

Designs and implements procedures for collecting, analyzing, and reporting data about program and institutional outcomes and effectiveness for planning and improvement.

Selects, adapts, and applies appropriate research and statistical methodologies and techniques to complete research studies, including, but not limited to survey research, focus groups, cohort tracking, and correlations.

Provides technical assistance to College staff in the areas of outcomes assessment and program planning and evaluation.

Organizes, disseminates, and presents findings of data analyses and research studies in narrative, tabular, and graphical publications as well as oral modes; may oversee maintenance of records.

Organizes, coordinates, and tracks completion of activities related to the College's program review functions.

Attends and participates in professional group meetings to stay current with trends and innovations in the fields of research, data analysis, and program review.

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Assists in the design and development of tools and procedures to support College staff in the program review process.

Provides training for College staff on tools, procedures, and methods for outcomes assessment and program planning and evaluation.

Updates and maintains the District's Program Review and Institutional Research website.

Assists in the design, implementation, and maintenance of specialized databases, information systems, and reports to facilitate typical research and planning activities.

Prepares state applications and reports as assigned.

Responds to requests for information and data from District and College staff, public jurisdictions, and outside researchers.

Receives training from higher-level researchers in the use of advanced research techniques and methods.

Writes instructions, procedures, and manuals involving administrative and operational activities of the research unit, as needed.

Performs other related duties as requested or assigned.

Essential duty statements are descriptive and not restrictive in nature and are generally listed in descending order of importance.

SUPERVISION

Level of Supervision Received

Under direction of either the Dean of Institutional Research or the Director of Institutional Research, the employee receives assignments and is expected to carry them through to completion with limited supervision. May receive work direction from Senior Research Analyst.

Level of Supervision Exercised

May provide guidance in research issues for clerical research staff, external evaluators, graduate interns, or student workers.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

Concepts, methodologies, processes, and terminology applicable to higher education research, planning, accreditation, and program review functions

Professionally accepted principles and practices applicable to quantitative and qualitative research methodology

Principles, theories, techniques, and methods of descriptive and inferential statistics

Principles of data design and maintenance

Related computer applications, programs and systems

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District organizational structure, operations, programs, policies, procedures, vision, mission, goals and objectives

Related laws, rules, and regulations

Ability to:

Effectively utilize applications, systems and programs typically used in research and statistics such as SPSS, SAS, SQL, or R

Plan, organize, and prioritize work independently to meet deadlines

Gather, compile, analyze, and validate data with high degree of accuracy

Apply conventional research techniques and methodology to assigned projects

Apply statistical theory and methods used in the collection, classification, and evaluation of quantitative facts as a basis for inference

Analyze information and recognize significant factors, relationships and trends

Determine and evaluate sources of data

Interpret, apply, explain and reach sound independent decisions in accordance with applicable laws and regulations, and District policies and procedures

Prepare and present reports in tabular, written, graphic, and oral form

Communicate effectively, both orally and in writing

Organize and maintain specialized files and confidentiality of employee and student information

Model professional integrity and exceptional internal and external customer service

Stay abreast of technology changes and adapt to new technologies

Establish and maintain effective working relationships with District management, staff, students, the public and others encountered in the course of work, in a diverse, multicultural and multi-ethnic educational environment

MINIMUM QUALIFICATIONS

Education Requirement:

Bachelor's degree in Social Science Research, Economics, Educational Administration, Business Administration, Organizational Analysis, Information Science, or other research-oriented specialization.

Experience Requirement:

Two years of full-time paid professional-level experience in a research, analytical, or institutional planning position.

Education/Experience Equivalency:

Experience and/or education of the same kind, level and amount as required in the minimum qualifications may be substituted on a year-for-year basis.

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Licensure and/or Certification:

None.

WORKING ENVIRONMENT & PHYSICAL DEMANDS

Disclosure:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Normal Office Environment:

While performing the duties of this job the employee is regularly required to sit, use hands to keyboard, type, or handle materials, and talk and/or hear. The employee is occasionally required to stand and walk. The employee is regularly required to lift, carry, push, or pull up to 10 pounds. While performing the duties of this job, the noise level in the work environment is usually quiet.

CLASS DETAIL

Job Family:	Student Services (Non-Classroom)
FLSA Status:	Non-Exempt
Personnel Commission Approval Date:	8/18/10
Class History:	Research Analyst, Research and Planning Analyst
Revision Date(s):	9/18/19, 12/16/20

AGENDA REPORT NO. 7

**SUBJECT: REQUEST FOR APPROVAL OF CLASSIFICATION REVISIONS:
 SENIOR RESEARCH ANALYST**

DATE: December 16, 2020

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

BY: Olga Vasquez, Personnel Analyst

BACKGROUND

Attached for your approval are the classification revisions for **Senior Research Analyst**.

As part of the cyclical review process, we are reviewing classifications in Institutional Research. The Office of Institutional Research supports the college's mission and commitment to student learning, success, and racial equity by providing quality, accessible, reliable and relevant information to facilitate equity-minded inquiry, decision-making, and planning processes, enhance institutional effectiveness, and promote a culture of evidence-based inquiry. This is an advanced journey-level professional classification responsible for decision making for research planning, designing, implementing procedures and appropriate research and statistical techniques and methods in support of the District's institutional planning process. This is a lead role expected to coordinate projects and activities involving multiple stakeholders.

The Senior Research Analyst classification was originally created in August 2010. There are currently two permanent incumbents in this classification.

METHODOLOGY

This study was scheduled in the cyclical review calendar for 2019-20. Incumbents in the Institutional Research job discipline, as well as CSEA, were invited to participate in a class study orientation on March 11, 2020 to discuss the purpose of the study, methodology, timelines, possible outcomes and implications, and frequently asked questions. The incumbents were requested to complete a Position Description Questionnaire (PDQ) by April 30, 2020. The submitted PDQ was reviewed with Hannah Lawler, Dean of Institutional Research.

Personnel Commission staff met with Hannah Lawler, to discuss the class description. In addition, the supervisor was requested to complete a duty analysis worksheet by rating the frequency and criticality of each duty in the current class description. Distinguishing characteristics were modified to delineate this classification from related roles. Additionally, revisions are proposed to clarify duties assigned, knowledge and abilities, and entrance requirements required for the job. The class concept and duties were modified to clarify the level and scope of work performed by this classification, distinguishing characteristics were modified to delineate this classification from related series. Classification revisions were sent for review to the incumbents, Department management, CSEA, Business Services, Human Resources, and executive leadership.

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Additionally, a job evaluation and an external salary study of public agencies with positions that have comparable duties and responsibilities was conducted. Salary data was gathered based on the comparison of positions with the level of duties and responsibilities most similar to the subject position.

RESULTS

Based on the data gathered, revisions to the class description are being proposed. These changes serve to clarify the class concept and essential duties performed, distinguishing characteristics and KSAs (knowledge, skills, and abilities), and adjust the minimum qualifications to ensure internal and external alignment with comparable classifications.

A comprehensive survey of comparable agencies was conducted and yielded several strong to moderate matches as indicated below, with some variability in assigned functions but with comparable levels of responsibility.

AGENCY	JOB TITLE	MIN	MAX	MEDIAN*	STUDENT FTE	GF REVENUE ACTUAL
Santa Monica College	Senior Research Analyst	\$6,965	\$8,466	\$7,716	10,287	\$225M
Contra Costa CCD	Senior Research Analyst	\$6,518	\$7,939	\$7,229	14,139	\$267M
Long Beach City College	Senior Research Analyst	\$6,892	\$8,507	\$7,699	9,082	\$170M
Mt. San Antonio College	Senior Research Analyst	\$6,987	\$8,918	\$7,953	13,301	\$257M
North Orange County CCD	Senior Research & Planning Analyst	\$7,176	\$8,714	\$7,945	15,630	\$296M
Pasadena City College	Senior Research Planning Analyst	\$6,902	\$8,809	\$7,855	10,757	\$202M
Santa Barbara City College	Senior Research & Assessment Analyst	\$5,783	\$7,044	\$6,413	6,286	\$129M
State Center CCD	Senior Research & Planning Analyst	\$5,968	\$7,340	\$6,654	15,503	\$296M
	Average	\$6,604	\$8,182	\$7,393		
	25th Percentile	\$6,243	\$7,640	\$6,941		
	50th Percentile	\$6,892	\$8,507	\$7,699		
	75th Percentile	\$6,945	\$8,761	\$7,853		
	80th Percentile	\$6,970	\$8,790	\$7,880		
	90th Percentile	\$7,063	\$8,852	\$7,958		
	SMC % RANK	79%	49%	52%		
	SMC Differences From AVG	5%	3%	4%		
	SMC Differences From MED	1%	0%	0%		

**The midpoint or 50th percentile of data; a calculation that is not as susceptible to extreme high or low values in a dataset, as compared to the average. Due to variability in the number of steps per range in comparable agencies, the median provides a more accurate comparison between agencies.*

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The current salary range for Senior Research Analyst is \$6,965 to \$8,466 per month (Classified Employee Salary Schedule, Range 48). In this survey, the median salary for this classification is at the 52nd percentile, with 48% of the cases presented being above the current median salary.

Cyclical review results have been sent to incumbents, CSEA, Department management, Business Services, Human Resources, and executive leadership. The salary survey data presented above is for informational purposes only. The District will determine when we are able to move forward with the appropriate increases where applicable.

The following chart shows related classifications in this job discipline and current salary allocation for each classification:

CLASS TITLE	MIN	MAX	RANGE	% DIFFERENCE
<i>Senior Research Analyst</i>	\$6,965	\$8,466	48	13%
<i>Research & Planning Analyst*</i>	\$6,167	\$7,496	43	19%
<i>Research Assistant*</i>	\$5,197	\$6,317	36	N/A

**See previous agenda items*

RECOMMENDATION

It is recommended that the Commission approve the proposed class description revisions for Senior Research Analyst.

DISPOSITION BY THE COMMISSION

MOTION MADE BY: Barbara Greenstein
SECONDED BY: Lawrence Leone
AYES: 4
NAYS: 0
ABSTENTIONS: 0

Amendments/Comments

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**Santa Monica Community College District
Personnel Commission**

Senior Research Analyst

CONCEPT OF THE CLASS

Under general supervision, positions in this classification perform a variety of professional, complex, high-order statistical and analytical program assessment, research, and evaluation studies to support institutional planning, decision-making, and program planning processes. research and technical studies related to educational programs, planning, and development. Incumbents perform highly skilled advanced professional activities work in the design and implementation and reporting of research projects identify data sources, extract, analyze and document data; and provide technical support to faculty, administrators and staff regarding research design, survey development, and test validation; prepare and present final reports on research findings.

DISTINGUISHING CHARACTERISTICS

Senior Research Analyst: This is the advanced journey-level in the Research occupational Analyst classification series. An incumbent independently leads, designs, and conducts all levels of research and assessment varying in complexity and difficulty. An incumbent focuses on activities and projects that require coordination across multiple stakeholders; projects in the District's Institutional Research program. An incumbent also and provides guidance and work direction to lower level research and support staff.

Research and Planning Analyst: This is the journey-level classification in the Research occupational Analyst classification series. An incumbent is responsible for designing as well as implementing research methodologies to achieve institutional research objectives and for reviewing and/or preparing final research and study findings and papers. independently performing all phases of research studies with a focus on conducting program-level studies.

Research Assistant is the entry-level classification in the Research occupational classification series. An incumbent supports the overall research activities of the department by primarily performing paraprofessional research duties to support the achievement of institutional research objectives

ESSENTIAL DUTIES

Performs professional, advanced journey-level research and data analysis related but not limited to curricula, enrollment, institutional effectiveness, retention, matriculation, weekly contact hours enrollment management, staffing patterns, student and faculty characteristics, program vitality and evaluation, community characteristics, student achievement, student learning outcomes, and accreditation.

Collaborates with staff, faculty, and administrators in the design, development, and implementation of research projects; advise personnel and others concerning valid research design and data collection, appropriate use of data and research results in generating recommendations.

Designs and implements procedures for collecting, reviewing, arranging, analyzing, and reporting complex data sets according to project and study specifications and requirements.

Collects, compiles, describes, organizes, analyzes, interprets, and presents data and information related to matters under study. Organizes, disseminates, and presents findings of data analyses and research studies in narrative, tabular, and graphical publications as well as oral modes.

Selects, adapts, and applies appropriate research and statistical methodologies and techniques to complete research studies, including, but not limited to survey research, focus groups, cohort tracking, correlations, and multivariate inferential statistics, specific areas of study.

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~~Participates in the design, implementation, and maintenance of complex and large specialized databases and information systems, and reports to facilitate typical research and planning activities using various computer platforms and software (i.e., database, statistical, spreadsheet); maintains the District's data warehouse.~~

~~Responds to requests for information and data from District and College staff, public jurisdictions, and outside researchers.~~

~~Organizes, coordinates, and tracks completion of planning, accreditation, and program review functions and ensures alignment with District mission, goals, objectives, and operating practices. Provides technical assistance to College staff in the areas of outcomes assessment and program and grant planning and evaluation.~~

~~Develops and maintains visual data reports and dashboards using reporting and visualization tools as assigned.~~

~~Provides training for College staff on tools, procedures, and methods for outcomes assessment and program and grant planning and evaluation.~~

~~Analyzes emerging regional, statewide, and national data and research trends in community college/higher education, to anticipate departmental planning and information needs.~~

~~Attends and participations in professional group meetings to stay current with trends and innovations in the fields of research, data analysis, and statistics.~~

~~Stays abreast of reporting needs and complies with federal and state reporting requirements, current in findings and trends in institutional research and planning, especially as related to data management, data warehousing, decision support systems and institutional research website use and support.~~

~~Writes instructions, procedures, and manuals involving administrative and operational activities of the research unit, as needed. Formulates procedures and techniques for computer or hand processing of survey data.~~

~~Maintains/Updates the District's Institutional Research website.~~

~~Prepares state applications and reports as assigned.~~

~~Determines sources of data and information and selects the specific units for the research sample. Organizes data and information in such form that analysis is facilitated and their significance may be appreciated. Writes research reports containing descriptive, analytical, and evaluative content including the preparation of conclusions and forecasts based on data summaries and other findings. Prepares research and statistical findings in proper technical form for publication. Coordinates with faculty, staff, and administration on various aspects of planning, accreditation, and program review functions and processes. Fully utilizes the capabilities and functions of standard office software applications such as data management, spreadsheet, presentation, and word processing in completing assigned projects. Uses interactive data management and statistical programs such as SPSS, SAS, or other applications used in social science research. Examines research data gathered by other agencies and translates their implications and limitations as they pertain to the Santa Monica Community College District. Performs other related duties as requested or assigned.~~

~~Essential duty statements are descriptive and not restrictive in nature, and are generally listed in descending order or importance.~~

SUPERVISION

Level of Supervision Received:

Under the general direction of either the Dean of Institutional Research or the Director of Institutional Research, the employee receives assignments and is expected to carry them through to completion with considerable independence.

**Santa Monica College Personnel Commission
AGENDA of Regular Meeting on December 16, 2020**

Level of Supervision Exercised:

May provide work direction to Research [and Planning](#) Analysts and other program staff, as well as [provide](#) guidance [in](#) research issues for other research staff, external evaluators, graduate interns, or student workers.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

[Advanced](#) [concepts](#), methodologies, processes, and terminology applicable to higher education research, planning, accreditation, and program review functions

Professionally accepted principles and practices applicable to advanced [quantitative and qualitative](#) research [design, methodology development and selection, data analysis and interpretation and reporting methodology](#)

Principles, theories, techniques, and methods of [descriptive and inferential](#) statistics

[Principles of data collection, design, manipulation, and maintenance](#)

[Data verification and clean-up procedures](#)

[Related computer applications, programs, and systems](#)

[District organizational structure, operations, programs, policies, procedures, vision, mission, goals and objectives](#)

[Effective oral and written communication skills](#)

[Related laws, rules, and regulations](#)

[Management and education functions and procedures as they relate to higher education](#)

[Methods of preparation of research reports](#)

[Information systems used in higher education and methods of access for research purposes](#)

[Technical writing and data presentation](#)

[Capabilities of computer systems, software, and hardware used in a research unit](#)

[Concepts and methods of Learning Outcomes Assessment](#)

[American Association for Institutional Research Code of Ethics](#)

[Relevant parts of Title V and California Education Code](#)

[Skill in:](#)

[Using computer software such as database management, communications, spreadsheets, graphics, word processing, and desk top publishing](#)

[Using interactive programming languages such as SPSS and SAS or other advanced data access and distribution tools.](#)

Ability to:

[Lead a variety of specialized professional activities involved in the research, collection, analyses, interpretation, and reporting of data and statistics](#) [Collect, interpret, and evaluate complex data and conduct studies and surveys](#) to support functions such as research, planning, accreditation, and program review

[Effectively utilize applications, systems, and programs typically used in research and statistics such as SPSS, SAS, SQL, or R](#)

[Plan, organize, and prioritize work independently to meet deadlines](#)

Apply conventional and original techniques in research methodology [to assigned projects](#)

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Apply statistical theory and methods used in the collection, classification, and evaluation of quantitative facts as a basis for inference

Analyze information and recognize significant factors, relationships and trends

Obtain the cooperation of others in providing information and data in its most meaningful and understandable form

Identify and manage~~Cope with~~ novel and difficult problems

Acquire valid data of measurable accuracy~~Determine and evaluate sources of data~~

Perform accurate statistical and mathematical calculations

Determine and evaluate sources of data~~Interpret, apply, explain and reach sound independent decisions in accordance with applicable laws and regulations, and District policies and procedures~~

Prepare and present reports in tabular, written, graphic, and oral form

Communicate effectively, both orally and in writing

Organize and maintain specialized files and confidentiality of employee and student information

Model professional integrity and exceptional internal and external customer service

Stay abreast of technology changes and adapt to new technologies

Establish and maintain effective working relationships with District management, staff, students, the public and others encountered in the course of work, in a diverse, multicultural and multi-ethnic educational environment

Exercise creativity and critical judgment

Effectively utilize computer equipment and management information systems in the performance of duties

Learn specialized computer applications

Demonstrate sensitivity to, and respect for a diverse population

Maintain confidentiality of information

Write clear, comprehensive, and effective reports

Independently complete complex assignments

Plan and organize work to meet deadlines

Deal effectively with District staff and representatives from private and public agencies

Apply statistical theory and methods used in the collection, classification, and evaluation of quantitative facts as a basis for inference

Analyze factual information and recognize significant factors, relationships, and trends

MINIMUM QUALIFICATIONS

Education Requirement: and Experience Requirements:

Graduation from a recognized four-year college or university preferably with a major~~A bachelor's degree~~ in ~~s~~Social ~~s~~Science ~~r~~Research, ~~e~~Economics, ~~e~~Educational ~~a~~Administration, ~~b~~Business ~~a~~Administration, ~~e~~Organizational ~~a~~Analysis, ~~i~~Information ~~s~~Science, or other research-oriented specialization, ~~-AND~~

Experience Requirement:

~~†~~Three years of full-time paid professional-level experience in a research, analytical, or institutional planning position.

Education/Experience Equivalency:

Experience and/or education of the same kind, level and amount as required in the minimum qualifications may be substituted on a year-for-year basis.

OR

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~~A master's degree from a recognized college or university, preferably with a major in social science research, economics, educational administration, business administration, organizational analysis, information science, or other research-oriented specialization AND two years of full-time paid professional-level experience in a research, analytical, or institutional planning position.~~

OR

~~A doctoral degree from a recognized college or university, preferably with a specialization in social science research, economics, educational administration, business administration, organizational analysis, or other research-oriented specialization AND one year of full-time paid professional-level experience in a research, analytical, or institutional planning position.~~

Licensure and/or Certification:

~~None. A valid Class "C" California driver's license.~~

WORKING ENVIRONMENT & PHYSICAL DEMANDS

Disclosure:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Normal Office Environment:

While performing the duties of this job the employee is regularly required to sit, use hands to keyboard, type, or handle materials, and talk and/or hear. The employee is occasionally required to stand and walk. The employee is regularly required to lift, carry, push, or pull up to 105 pounds. While performing the duties of this job, the noise level in the work environment is usually quiet.

CLASS DETAIL

Job Family: Student Services

FLSA Status: Non-exempt

Personnel Commission Approval Date: 08/18/2010

Revision Date(s): 12/16/2020

**Santa Monica College Personnel Commission
AGENDA of Regular Meeting on December 16, 2020**

**Santa Monica Community College District
Personnel Commission**

Senior Research Analyst

CONCEPT OF THE CLASS

Under general supervision, positions in this classification perform a variety of professional, complex, high-order statistical and analytical program assessment, research, and evaluation studies to support institutional planning, decision-making, and program planning processes. Incumbents perform advanced professional activities in the design and implementation and reporting of research projects and provide technical support to faculty, administrators and staff regarding research design, survey development, and test validation..

DISTINGUISHING CHARACTERISTICS

Senior Research Analyst: This is the advanced journey-level in the Research occupational series. An incumbent independently leads, designs, and conducts all levels of research and assessment varying in complexity and difficulty. An incumbent focuses on activities and projects that require coordination across multiple stakeholders and provides guidance and work direction to lower level research and support staff.

Research and Planning Analyst: This is the journey-level classification in the Research occupational series. An incumbent is responsible for independently performing all phases of research studies with a focus on conducting program-level studies.

Research Assistant is the entry-level classification in the Research occupational series. An incumbent supports the overall research activities of the department by primarily performing paraprofessional research duties to support the achievement of institutional research objectives

ESSENTIAL DUTIES

Performs professional, advanced journey-level research and data analysis related but not limited to curricula, institutional effectiveness, matriculation, enrollment management, staffing patterns, student and faculty characteristics, program vitality and evaluation, community characteristics, student achievement, student learning outcomes, and accreditation.

Collaborates with staff, faculty, and administrators in the design, development, and implementation of research projects; advise personnel and others concerning valid research design and data collection, appropriate use of data and research results in generating recommendations.

Designs and implements procedures for collecting, reviewing, arranging, analyzing, and reporting complex data sets according to project and study specifications and requirements.

Organizes, disseminates, and presents findings of data analyses and research studies in narrative, tabular, and graphical publications as well as oral modes.

Selects, adapts, and applies appropriate research and statistical methodologies and techniques to complete research studies, including, but not limited to survey research, focus groups, cohort tracking, correlations, and multivariate inferential statistics.

Participates in the design, maintenance, and organization of complex and large datasets, information systems, and reports to facilitate typical research and planning activities using various computer platforms and software (i.e., database, statistical, spreadsheet).

Responds to requests for information and data from District and College staff, public jurisdictions, and outside researchers.

**Santa Monica College Personnel Commission
AGENDA of Regular Meeting on December 16, 2020**

Provides technical assistance to College staff in the areas of outcomes assessment and program and grant planning and evaluation.

Develops and maintains visual data reports and dashboards using reporting and visualization tools as assigned.

Provides training for College staff on tools, procedures, and methods for outcomes assessment and program and grant planning and evaluation.

Analyzes emerging regional, statewide, and national data and research trends in higher education to anticipate departmental planning and information needs.

Attends and participations in professional group meetings to stay current with trends and innovations in the fields of research, data analysis, and statistics.

Stays abreast of reporting needs and complies with federal and state reporting requirements.

Writes instructions, procedures, and manuals involving administrative and operational activities of the research unit, as needed.

Updates the District's Institutional Research website.

Prepares state applications and reports as assigned.

Performs other related duties as requested or assigned.

Essential duty statements are descriptive and not restrictive in nature and are generally listed in descending order of importance.

SUPERVISION

Level of Supervision Received

Under the general direction of either the Dean of Institutional Research or the Director of Institutional Research, the employee receives assignments and is expected to carry them through to completion with considerable independence.

Level of Supervision Exercised

May provide work direction to Research and Planning Analysts and other program staff, as well as guidance on research issues for other research staff, external evaluators, graduate interns, or student workers.

KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of:

Advanced concepts, methodologies, processes, and terminology applicable to higher education research, planning, accreditation, and program review functions

Professionally accepted principles and practices applicable to advanced quantitative and qualitative research methodology

Principles, theories, techniques, and methods of descriptive and inferential statistics

Principles of data collection, design, manipulation, and maintenance

Data verification and clean-up procedures

Related computer applications, programs, and systems

District organizational structure, operations, programs, policies, procedures, vision, mission, goals and objectives

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Effective oral and written communication skills

Related laws, rules, and regulations

Ability to:

Lead a variety of specialized professional activities involved in the research, collection, analyses, interpretation, and reporting of data and statistics to support functions such as research, planning, accreditation, and program review

Effectively utilize applications, systems, and programs typically used in research and statistics such as SPSS, SAS, SQL, or R

Plan, organize, and prioritize work independently to meet deadlines

Apply conventional and original techniques in research methodology to assigned projects

Apply statistical theory and methods used in the collection, classification, and evaluation of quantitative facts as a basis for inference

Analyze information and recognize significant factors, relationships and trends

Obtain the cooperation of others in providing information and data in its most meaningful and understandable form

Identify and manage novel and difficult problems

Determine and evaluate sources of data

Perform accurate statistical and mathematical calculations

Interpret, apply, explain and reach sound independent decisions in accordance with applicable laws and regulations, and District policies and procedures

Prepare and present reports in tabular, written, graphic, and oral form

Communicate effectively, both orally and in writing

Organize and maintain specialized files and confidentiality of employee and student information

Model professional integrity and exceptional internal and external customer service

Stay abreast of technology changes and adapt to new technologies

Establish and maintain effective working relationships with District management, staff, students, the public and others encountered in the course of work, in a diverse, multicultural and multi-ethnic educational environment

MINIMUM QUALIFICATIONS

Education Requirement: A bachelor's degree in Social Science Research, Economics, Educational Administration, Business Administration, Organizational Analysis, Information Science, or other research-oriented specialization.

Experience Requirement:

Three years of full-time paid professional-level experience in a research, analytical, or institutional planning position.

**Santa Monica College Personnel Commission
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Education/Experience Equivalency:

Experience and/or education of the same kind, level and amount as required in the minimum qualifications may be substituted on a year-for-year basis.

Licensure and/or Certification:

None.

WORKING ENVIRONMENT & PHYSICAL DEMANDS

Disclosure:

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Normal Office Environment:

While performing the duties of this job the employee is regularly required to sit, use hands to keyboard, type, or handle materials, and talk and/or hear. The employee is occasionally required to stand and walk. The employee is regularly required to lift, carry, push, or pull up to 10 pounds. While performing the duties of this job, the noise level in the work environment is usually quiet.

CLASS DETAIL

Job Family:	Student Services
FLSA Status:	Non-Exempt
Personnel Commission Approval Date:	8/18/2010
Revision Dates:	12/16/2020

CONSENT AGENDA

Motions to approve Agenda Items #__8__ through #__14__

DISPOSITION BY THE COMMISSION

MOTION MADE BY: Deborah Jansen
SECONDED BY: Barbara Greenstein
AYES: 4
NAYS: 0
ABSTENTIONS: 0

Amendments/Comments

Santa Monica College Personnel Commission
AGENDA of Regular Meeting on December 16, 2020

AGENDA REPORT NO. 8

SUBJECT: **APPROVAL OF MINUTES**

DATE: December 16, 2020

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

Approval of the minutes for the following meetings of the Santa Monica College Personnel Commission:

- 1. November 18, 2020 Regular Meeting Minutes**

Santa Monica College Personnel Commission
AGENDA of Regular Meeting on December 16, 2020

AGENDA REPORT NO.9

SUBJECT: RATIFICATION OF WORKING OUT OF CLASS AND INTERNAL LIMITED TERM ASSIGNMENTS

DATE: December 16, 2020

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

It is recommended that the Personnel Commission approve the following working out of class and internal limited term assignment(s).

Working Out of Class (Provisional) Assignment

Name/Permanent Class	Provisional Assignment	Dates of Current Assignment
**Damon McLeod/ Financial Aid and Scholarships Specialist	Financial Aid Systems Specialist	12/1/2020 to 3/1/2021

***Pending PBAR Approval*

Working Out of Class Assignment – Extension

Name/Permanent Class	WOC Assignment*	Dates of Initial Assignment	Extension
Cherry Aquino/ Accountant	Accounts Payable Supervisor	10/1/2020 to 12/31/2020	1/1/2021 to 1/20/2021
Glaurys Ariass/ Administrative Assistant II	Insurance Program Specialist	9/23/2020 to 11/30/2020	12/1/2020 to 1/20/2021
Jamie Poole/ Instructional Assistant – English	Tutoring Coordinator – English and Humanities	10/1/2020 to 1/11/2021	1/12/2021 to 2/7/2021
Denise Henninger/ Deaf and Hard of Hearing Supervisor	DSPS Manager	7/16/2020 to 11/20/2020	11/21/2020 to 12/31/2020 1/1/2021 to 1/22/2021

**Unless otherwise noted, WOC assignments are paid at 100%.*

Limited Term Assignment

Name/Permanent Class	Limited-Term Assignment	Dates of Current Assignment
**Omar Plascencia/ Electrician	Facilities Maintenance Supervisor	8/3/2020 to 1/19/2021

***Pending PBAR Approval*

Santa Monica College Personnel Commission
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Provisional Working Out of Class/Limited Term Assignment – Correction

Name/Permanent Class	Assignment*	Dates of Initial Assignment	Extension
Lisa Burns/ Administrative Assistant II	Student Judicial Affairs Specialist	11/6/2020 to 11/30/2020 (Limited Term Assignment)	9/2/2020 to 11/5/2020 (Provisional WOC); 11/6/2020 to 11/30/2020 (Limited Term)

**Unless otherwise noted, WOC assignments are paid at 100%.*

Merit Rule 3.2.10 Working Out of Class
(Education Code Section 88010, 88087, 88106 - 88108)

CONCEPT OF WORKING OUT OF CLASSIFICATION

1. Each classified employee shall be required to perform the duties of the position approved by the Board and classified by the Personnel Commission for the class to which he or she is assigned. An employee may be required to perform other related duties consistent with the concept of the classification to which the position is assigned.

2. Classified employees shall not be required to perform duties and responsibilities which are not fixed and prescribed for their positions or are not consistent with the concept of the classification of their current position for any period of time which exceeds five (5) working days within a fifteen (15) calendar day period, or equivalent (i.e., four 10-hour working days within a fifteen (15) calendar day period) except as provided by this rule.

3. Working out of class assignments are designed for temporary situations and shall not be used to place an employee in a long-term or permanent assignment in a higher or different classification. No employee shall be assigned to work out of class beyond the time limits specified in Merit Rule 7.2 (Provisional Appointments) and Merit Rule 7.4 (Limited Term Appointments).

Procedure for Supervisor Requesting Approval for Working Out of Class

3. The Director of Classified Personnel will advise the Office of Human Resources of the findings and shall present those findings, including the recommended pay differential, to the Personnel Commission for approval. Confirmation of this approval shall then be sent by the Personnel Commission to the Supervisor and the employee, and forwarded to the Board of Trustees for final approval.

Agreement between Santa Monica Community College and CSEA,
Chapter 36, Article 11

11.7 Work out of Classification

11.7.1 Definition:

Working out of classification assignments shall not exceed a period of ninety (90) working days per fiscal year and no more than ninety (90) days in any one hundred eighty (180) day period.

11.7.3 Compensation:

a. In the event that an employee is assigned duties at a higher classification as defined above and those duties make up at least fifty percent (50%) of the employee's daily assignments, the employee salary shall be adjusted as set forth in Section 11.4.1.

Santa Monica College Personnel Commission
AGENDA of Regular Meeting on December 16, 2020

b. If those duties make up less than fifty percent (50%) of the employee's daily assignment, the District shall pay the employee equal to one half (1/2) of the stipend that would have been paid under sub division a (above)

11.4 Salary on Promotion

11.4.1 When an employee is promoted to a position in a higher salary range, he/she shall receive the next higher dollar amount above his/her present rate of pay, but not less than the minimum of the new salary range. If that amount is less than a one-step (5%) increase, the employee shall be placed at the next higher step over that authorized above.

Merit Rule 7.4 Limited Term (Temporary) Appointments
(Education Code Section 88105)

7.4.1 LIMITED TERM POSITIONS DEFINED

Positions established to perform duties which are not expected to exceed six months in one fiscal year shall be designated as temporary limited-term positions.

Positions established to replace temporarily absent employees shall be designated as substituted limited-term positions.

7.4.2 PROCEDURE FOR ESTABLISHMENT OF LIMITED-TERM POSITIONS

When a temporary or substitute limited-term position is established, the appointing authority shall notify the Director of Classified Personnel in writing of the hours, starting date, and probably length of the assignment. Establishment of limited-term positions shall be subject to ratification by the Board of Trustees at their next regular meeting.

Substitute limited-term appointments may be made for the duration of the absence of a regular employee but need not be for the full duration of the absence. The appointment may be in the same class as that of the absent employee or the duties may be reduced in level and the appointment may be made in a lower class. The duration of the appointment shall not exceed the authorized dates of absence of the regular employee.

7.4.3 ELIGIBILITY FOR APPOINTMENT

Limited-term appointments shall be made from eligibility lists and employment lists in accordance with procedures for regular appointments.

RECOMMENDATION

It is recommended that the Personnel Commission approve the requests for working out of class and limited term assignments for the appropriate stipend as indicated under the above applicable sections of CSEA, Chapter 36, Article 11.7, and Merit Rules 3.2.10 and 7.4.

AGENDA REPORT: 10

SUBJECT: **EXTENSION OF ELIGIBILITY LISTS:**
 • **CASE MANAGEMENT COORDINATOR**
 • **CLASS SCHEDULING SPECIALIST**
 • **PERSONNEL SPECIALIST**
 • **STUDENT SERVICES ASSISTANT**

DATE: December 16, 2020

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

The Personnel Commission Office is requesting that the following eligibility list(s) be extended as indicated below:

Classification	Original Expiration Date	Current Expiration Date	Number of Candidates on List	Number of Ranks on List	Proposed Expiration Date
Case Management Coordinator	7/2/2020	1/2/2021	5	4	4/2/2021
Class Scheduling Specialist	8/14/2020	12/23/2020	6	6	4/14/2021
Personnel Specialist	6/18/2020	1/18/2021	8	5	6/18/2021
Student Services Assistant	5/16/2020	1/1/2021	13	9	3/16/2021

Personnel Commission staff believes there are a sufficient number of available eligibles remaining to fill any future vacancies anticipated until the new proposed expiration dates.

Merit Rule 6.2.3 (C) Duration of Eligibility List

6.2.3 (C)

C. An eligibility list may be extended by the Personnel Commission for one or more periods, not to exceed a total of two years from the time the list was first established. The personnel Director shall base his/her recommendation for extension of an eligibility list on the following factors:

1. a sufficient number of available eligibles remain to fill expected future vacancies;
2. the composition of the list reflects appropriate representation of ethnic minorities, underrepresented groups, or non-traditional candidates;
3. the field of competition in the occupational area has not changed dramatically.

RECOMMENDATION

It is recommended that the Personnel Commission approve extending the eligibility list(s) shown above.

**Santa Monica College Personnel Commission
AGENDA of Regular Meeting on December 16, 2020**

AGENDA REPORT NO. 11

SUBJECT: RATIFICATION OF SENIORITY LISTS
DATE: December 16, 2020
TO: Members of the Personnel Commission
FROM: Carol Long, Director of Classified Personnel

"DIRECTOR of FINANCIAL AID and SCHOLARSHIPS" Seniority List

Classification: **Director of Financial Aid and Scholarships**
 Range: M28
 Monthly Base Salary Range as of July 1, 2017: \$ 8962 to \$ 10893
 PC Certification Date: December 16, 2020
 Review Period: December 1 to 8, 2020

EMPLOYEE NAME	SENIORITY BASE DATE (Date of Hire in Classification)	ADJUSTED DAYS and HOURS in CLASSIFICATION	DISTRICT HIRE DATE in PERMANENT STATUS	CURRENT MONTHS PER YEAR	CURRENT HOURS PER WEEK	CURRENT CLASSIFICATION IF NOT Director of Financial Aid & Scholarships
Neal, Stacy	12/1/2020	No	3/8/2004	12	40	

*Abolished December 16, 2008 per January 12, 2009 BOT Minutes.
 Established at October 16, 2019 PC Meeting.
 Reallocated from Classified Management Salary Range M18 to M28.
 Approved at January 21, 2020 BOT Meeting. Effective Date: January 22, 2020.*

Edited By: Brent Heximer, AA II, PC
 Compiled by: Karen Monzon, Personnel Analyst
 Approved by: Carol Long, Director of Classified Personnel

"STUDENT JUDICIAL AFFAIRS SPECIALIST" Seniority List

Classification: **Student Judicial Affairs Specialist**
 Range: 34
 Monthly Base Salary Range as of July 1, 2019: \$ 4950 to \$ 6016
 PC Certification Date: December 16, 2020
 Review Period: December 1 to 8, 2020

EMPLOYEE NAME	SENIORITY BASE DATE (Date of Hire in Classification)	ADJUSTED DAYS and HOURS in CLASSIFICATION	DISTRICT HIRE DATE in PERMANENT STATUS	CURRENT MONTHS PER YEAR	CURRENT HOURS PER WEEK	CURRENT CLASSIFICATION IF NOT Student Judicial Affairs Specialist
Burns, Lisa	12/1/2020	No	2/6/2006	12	40	

Edited By: Brent Heximer, AA II, PC
 Compiled by: Karen Monzon, Personnel Analyst
 Approved by: Carol Long, Director of Classified Personnel

Santa Monica College Personnel Commission
AGENDA of Regular Meeting on December 16, 2020

AGENDA REPORT NO. 12

SUBJECT: **EXAMINATION SCHEDULE**

DATE: December 16, 2020

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

BY: José A. Guzmán, Personnel Technician

It is recommended that the Personnel Commission approve the following Examination Schedule:

Classification Title	Field of Competition	Time
Supplemental Instruction Coordinator	Promotional & Open Competitive	3 Weeks
Tutoring Coordinator-English	Promotional	3 Weeks
Tutoring Coordinator-Modern Language	Promotional & Open Competitive	3 Weeks
Grounds Equipment Operator	Promotional & Open Competitive	3 Weeks
Grounds Supervisor	Promotional & Open Competitive	3 Weeks

Santa Monica College Personnel Commission
AGENDA of Regular Meeting on December 16, 2020

AGENDA REPORT NO. 13

SUBJECT: **INFORMATION ITEM:**
 CLASSIFICATION AND COMPENSATION STATUS REPORT

DATE: December 16, 2020

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

BY: José A. Guzmán, Personnel Technician

The information is presented for the Commission's review on the following page.

**Santa Monica College Personnel Commission
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CLASSIFICATION & COMPENSATION STATUS REPORT (In Process)								
CLASSIFICATION	ASSIGNED TO:	STUDY TYPE	# OF INCUMBENTS	PDQ DEADLINE	JOB AUDIT	STAKEHOLDER REVIEW	STAKEHOLDER STATUS	PC AGENDA
Personnel Analyst	AG/JL	Cyclical	Multiple	02/02/18	01/28/19	11/21/19	Agenda	12/16/20
Research & Planning Analyst	OV	Cyclical	Single	04/30/20	NA	11/25/20	Agenda	12/16/20
Research Assistant	OV	Cyclical	None	NA	NA	11/25/20	Agenda	12/16/20
Senior Research Analyst	OV	Cyclical	Multiple	04/30/20	NA	11/25/20	Agenda	12/16/20
Campus Store Assistant Manager	AF	Reclass	Multiple	06/02/20	7/14/20, 7/15/20	12/01/20	Senior Management	
Skilled Maintenance Worker	KM	Cyclical	Multiple	05/09/18	NA	06/15/20	Bargaining Unit	
Skilled Maintenance Worker II	KM	Cyclical	Multiple	05/09/18	NA	06/15/20	Bargaining Unit	
Student Services Clerk	KM/AF	Reclass	Single	02/07/20	02/20/20	05/22/20	Incumbent	
Journeyman Trade-Welding	KM	Cyclical	None	05/09/18	NA	12/03/19		
Assistant Director of Human Resources	JL	Cyclical	None	02/02/18	NA			
Director of Human Resources	JL	Cyclical	None	02/02/18	NA			
Employee Benefits Specialist	JL	Cyclical	None	NA	NA			
Senior Student Services Specialist- Assessment Services	AG/OV	Cyclical	None	4/18/18*	NA			
Accompanist-Dance	JG	Cyclical	None	NA				
Accompanist-Performance	JG	Cyclical	Multiple	12/16/20				
Accompanist-Voice	JG	Cyclical	None	NA				
Career Services Advisor	OV	Revisions	Single	NA				
Classification & Compensation Manager	CL	Cyclical	Single	02/02/18				
Compliance Administrator/ Title IX Coordinator	JL	Cyclical	Single	02/02/18				
Director of Classified Personnel	CL	Cyclical	Single	02/02/18				
Employee Benefits Coordinator	JL	Cyclical	Single	02/02/18				
Senior Career Services Advisor	OV	Revisions	Multiple	12/16/20				
Supervising Personnel Analyst	CL	Cyclical	Single	02/02/18				
<i>*Extension</i>								
CLASSIFICATION & COMPENSATION STATUS REPORT (Pending)								
CLASSIFICATION	ASSIGNED	STUDY	# OF	PDQ DEADLINE	JOB AUDIT	STAKEHOLDER	STAKEHOLDER	PC AGENDA
Director of Safety & Risk Management	AF	Cyclical	Single					
Assistant Director of Safety & Risk Management	AF	Cyclical	None					
Risk & Insurance Coordinator	AF	Cyclical	None					
Insurance Program Specialist	AF	Cyclical	None					
<i>*Extension</i>								

Santa Monica College Personnel Commission
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AGENDA REPORT NO. 14

**SUBJECT: INFORMATION ITEM:
RECRUITMENT AND EXAMINATION STATUS REPORT**

DATE: December 16, 2020

TO: Members of the Personnel Commission

FROM: Carol Long, Director of Classified Personnel

BY: José A. Guzmán, Personnel Technician

This item is presented for the Commission's review.

Recruitment and Examination Status Report											
Classification	Assig	FOC	VAC	Opened	Closed	Written	T & E	Perf.	QAI	E-List	Ratif.
Accounts Payable Supervisor	AF	P	1	11/16/20	12/8/20				12/18/20		
Associate Director of the SMC Foundation	AF	PO	1	11/6/20	12/2/20				12/15/20		
Community College Police Dispatcher	KM	O		3/3/20	3/23/20	1/8/21			12/10/20		
Community College Police Dispatcher	KM	P		10/5/20	10/23/20						
Director of Purchasing, Contracts, and Logistics	JL/AF	PO	1								
Director of Safety and Risk Management		P									
DSPS Manager		P	Temp								
Financial Aid Systems Specialist	OV	P	1	12/2/20	12/22/20						
Grounds Equipment Operator	JG	PO	1								
Student Services Assistant		P									
Student Services Clerk		PO									
Supplemental Instruction Coordinator	OV	PO	1								
Tutoring Coordinator – English and Humanities		P	1								
Tutoring Coordinator – Modern Languages		PO	1								
Items in bold are pending approval by the Personnel Commission											

On Hold											
Classification	Assig	FOC	VAC	Opened	Closed	Written	T & E	Perf.	QAI	E-List	Ratif.
Administrative Assistant I		PO									
Administrative Assistant II		PO									
Carpenter	KM	P	Temp								
Carpenter	KM	MPO		1/27/20	2/18/20	3/6/20		3/19/20			
Customer Service Assistant		PO									
Enterprise Business Services Clerk		PO									
Enterprise Business Supervisor	AF	P									
Instructional Assistant-English	JG	O		2/7/20	3/3/20	3/21/20					
Journeyman Trade-HVAC	KM	MPO		3/3/20	3/23/20						
Lead Custodian	KM	MPO									
Lead Receiving, Stockroom, and Delivery Worker		P									
Personnel Analyst		P									
Sign Language Interpreter III	JL	MPO									
Skilled Maintenance Worker II	KM	P									
Stage Construction Technician-Lighting	JG	MPO		3/5/20	3/25/20						
Theatre Technical Specialist	JG	MPO	Temp								

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V. PUBLIC COMMENTS TO CLOSED SESSION ITEMS

VI. MOVE TO CLOSED SESSION

**Public Employee Performance Evaluation, pursuant to GC 54957
Director of Classified Personnel**

Upon returning from Closed Session, Vice Chair Abbott stated that the Commission had nothing to report.

VII. ADJOURN MEETING at 1:13 PM

DISPOSITION BY THE COMMISSION

MOTION MADE BY: Lawrence Leone
SECONDED BY: Barbara Greenstein
AYES: 4
NAYS: 0
ABSTENTIONS: 0

Amendments/Comments

Commissioner Abbott adjourned the meeting honoring the memory of Beverly Metoyer, wife of Commission Chair Joseph Metoyer.

The next regular Personnel Commission meeting is scheduled for:
Wednesday, January 20, 2021

As required by law, this agenda for the Wednesday, December 16, 2020 Regular Meeting of the Santa Monica College Personnel Commission was posted on the official District website and bulletin boards, no later than 72 hours prior to the date and time of this meeting.